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Personnel

THE AIR RESERVE TECHNICIAN



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This pamphlet is designed to provide a ready reference guide pertaining to the history of the Air Force Reserve Command and information of specific interest to Air Reserve Technicians (ART). It is not intended to establish policy or be directive in nature. Many portions will become obsolete as laws, policies, and directives change. Therefore, you should exercise care in the interpretation and application of this information. It should be used in conjunction with the directives cited herein and any others which may be in effect. Please submit any corrections or recommended topics for inclusion in this pamphlet to HQ AFRC/DP, 155 2nd Street, Robins AFB GA 31098-1635.

SUMMARY OF REVISIONS

This revision incorporates the procedures formerly in AFRESP 40-15, 15 July 1993.

Section A	General Information	3
1.	History of the Air Force Reserve:	3
2.	Role of the Air Reserve Technician:	5
3.	Military Responsibilities of the Air Reserve Technician:	8
Section B	Civilian Policies and Benefits for Air Reserve Technicians	9
4.	Position Classification.	9
5.	Pay Categories.	9
6.	Filling Positions.	10
7.	Employment Procedures:	11
8.	Equal Employment Opportunity.	12
9.	Hours of Work and Tours of Duty.	12
Table 1.	Holidays.	14

10.	Pay:	14
11.	Development and Advancement:	16
12.	Performance Evaluation:	18
13.	Probation for New Supervisors and Managers.	19
14.	Conduct and Discipline:	19
15.	Complaints, Grievances, and Appeals:	20
16.	Incentive and Performance Awards.	20
17.	Monetary Recognition for Performance:	20
18.	Labor-Management Relations:	22
19.	Leave and Absences:	22
20.	Civil Service Retirement System (CSRS) For Employees Hired Before 1 January 1984:	25
Table 2.	CSRS Retirement Eligibility Requirements.	26
21.	Federal Employees Retirement System (FERS):	26
Table 3.	Matching TSP Contributions.	27
Table 4.	FERS Retirement Eligibility Requirements.	28
22.	Medicare.	28
23.	Life and Health Insurance:	28
24.	Compensation for On-The-Job Injuries and Death.	29
25.	Reduction-In-Force.	29
26.	Relocation Services (RS) Program.	31
27.	Miscellaneous.	31
Section C	Military Policies and Benefits for Reservists.	33
28.	Commonly Used Forms:	33
29.	ARPC/AFRC Policy and Advisory Council (PAC):	33
30.	Retirement Facts.	34
31.	Reserve Component Survivor Benefit Plan (RCSBP).	41
32.	Title 10 U.S.C. 10211 Statutory Tour Officer Program.	47
33.	Title 10 U.S.C. 12301 Statutory Tours.	47
34.	Title 10 U.S.C. 12310 Statutory Tour Program:	47
35.	Title 10 U.S.C. 12301 Voluntary Extended Active Duty (EAD) for USAFR and ANGUS Airmen:	48

AFRCPAM36-113 14 February 1997	3
36. Officer and Airmen Classification.	49
37. ROPMA Promotions-Mandatory and Position Vacancy:	49
Table 5. Mandatory Consideration.	51
Table 6. Promotion Service Requirement.	51
Table 7. Whole Person Concept Factors.	53
38. USAFR Airmen Promotions:	56
39. Benefits and Entitlements of Air Force Reservists:	57
Table 8. Reservists Benefits.	60
40. Air Force Suggestion and Awards Program:	62
41. Participation requirements and point credit for training/ pay categories are listed in Table 9.	62
Table 9. Participation Requirements and Point Credits for Training/Pay Categories.	63
42. Physical Examination Requirements and Physical Condition.	64
43. Pay and Allowances of Reservists While Disabled.	64
44. Reservists' Reemployment Rights and the Uniformed Services Employment and Reemployment Act (USERRA) of 1994:	66
45. Air Force Reserve Funding Responsibility for Lodging Service Charges and Contract Quarters:	70
46. Special, Incentive, and Hazardous Pay for Reservists:	72
47. Medical Benefits for Air Force Reservists.	72
Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	74

Section A—General Information

1. History of the Air Force Reserve:

1.1. With the passage of the National Defense Act in June 1916, the aviation section of the Signal Reserve Corps was established with 2,300 men. The first unit was the First Aero Reserve Squadron formed in 1917. On 23 August 1917, the squadron was called to active duty and embarked for France and World War I.

1.2. Between World Wars I and II the Air Reserve all but slipped into oblivion. After World War II, 429,000 Army Air Force veterans joined the Air Reserve. They were a mass of veterans with no organized training program. Two years later President Truman directed all the services to revitalize their Reserve programs. By the end of 1948, there were drill pay and retirement benefits and the Continental Air Command (or CONAC), with Headquarters at Mitchell AFB NY, had been created to run the Air Force Reserve.

1.3. With the new Air Force Reserve program just under way, the Korean War broke out in mid-1950 and Air Force reservists got the first of many chances to prove themselves. By the time the Korean War was over, all 25 Reserve wings had been recalled as well as over 118,000 individual reservists. In all, 147,000 Air Force reservists were mobilized to augment the active Air Force.

1.4. The Post-Korean period was a time of rebuilding for the Air Force Reserve. In July 1952, various designated air reserve flying centers trained a collection of troop carrier, fighter-bomber, medium bombardment, and flying training wings. By 1954, training included aerial port squadrons, navigation training flights, and air rescue squadrons. By the end of the fifties, the Air Force Reserve had been reduced to 15 wings, all but one C-123 unit being equipped with C-119s, and five rescue squadrons.

1.5. The experience of the Korean War demonstrated that Air Force Reserve units had to be combat ready and deployable upon short notice; however, by nature and definition, the typical reservist was a civilian and only participating as a part-timer. It was realized that a unit of such people could never be brought to full readiness as quickly as desired. With this in mind, in August of 1953, the Reserve Program Review Board (The Johnson Board) recommended integration of the permanent party of the training centers into the reserve flying wings which they supervised.

1.6. One year later, 1954, the Continental Air Command submitted a formal plan for an Air Reserve Technician (ART) Program. This proposal called for civilian employees to manage the day-to-day operation; additionally, they would hold reserve assignments in units. The Air Staff approved this plan in principle and submitted it to the Civil Service Commission in October 1954.

1.7. The plan languished through many alternately posed objections from veterans groups and the labor unions. One objection was that the requirement for a technician to be a ready reservist would set a precedent of requiring reserve membership as a condition of employment for other Civil Service jobs. Thus, what the Civil Service Commission approved on 21 June 1956 was the product of almost 3 years of study and compromise. Implementation began in January 1958 and by the end of 1959 there were slightly over 3,100 technicians on the rolls and all the flying centers had been phased out.

1.8. The Air Force Reserve with ART full-time management has provided rapid response to partial mobilization in the Berlin Crisis-1961, Cuban Missile Crisis-1962, Pueblo Crisis, Southeast Asia-1968, Just Cause-1989, and Operation Desert Shield/Desert Storm-1990. In addition the Air Force Reserve has supported contingencies in Africa, Rwanda, Bosnia, Haiti, Panama, and Iraq.

1.9. As the Air Force Reserve mission changed over the years, so did our Reserve management structure. What was once a Tactical Airlift and Rescue function has become Strategic and Tactical Airlift, Rescue, Tactical Fighter, Gunships, Helicopter Special Operations, Weather Reconnaissance, Aerial Spray, Forest Fire Suppression, and Strategic Aerial Refueling.

1.10. On 1 January 1968 an Office of the Air Force Reserve was created under the provision of PL 90-168 and located in the Pentagon. The Office of Air Force Reserve was like the National Guard Bureau, an Air Staff Agency. These two agencies reported as coequals responsible for the Air Reserve Forces, but the Air Force Reserve was a total Federal organization without the State affiliation of the Air National Guard, and had no other relationship to the Air National Guard.

1.11. On 23 September 1996, the President signed the 1997 Defense Authorization Act. This act under Title XII, Reserve Forces Revitalization, directed the establishment of the Air Force Reserve Command at Robins AFB Ga. This action will redesignate the current Headquarters Air Force Reserve which replaced Continental Air Command on 1 August 1968) from a field operating agency, to Headquarters Air Force Reserve Command, a major command (MAJCOM) on 17 February 1997.

1.12. The Chief of Air Force Reserve is the Commander of the Air Force Reserve Command and reports directly to the Chief of Staff of the Air Force, and by law is a Reserve major general called to active duty. This individual advises the Air Force Chief of Staff on all Air Force Reserve affairs, plans, and policies. The Chief of Air Force Reserve and staff work with all Air Staff agencies to develop and coordinate the Air Force mission identified in Air Force Mission Directive 11.

1.13. While Headquarters Air Force Reserve administers unit programs, the Air Reserve Personnel Center at Denver Co., administers individual training programs such as individual mobilization augmentees, chaplains, and JAGs. The center is also responsible for maintaining computerized personnel data and Master Personnel Records on all reservists which would be essential in the event of mobilization.

1.14. The Chief, Air Force Reserve, wears two hats. This individual is also the Commander of Air Force Reserve Command. The day-to-day management of the Headquarters Air Force Reserve is carried out by the Vice Commander, also a Reserve major general called to active duty.

1.15. Headquarters Air Force Reserve Command administers and supervises its field units. It generates the necessary administrative support and review of unit training to ensure combat readiness. However, command control over its units differs from regular major commands because upon activation of the Air Force Reserve unit, command control is assumed by the Air Force gaining command. In peacetime, each Air Force Reserve Command unit is aligned with an active Air Force unit, meets the combat readiness standards of that active unit, and becomes a part of that command when mobilized.

1.16. The mission of Headquarters Air Force Reserve Command of producing combat ready units to meet the mobilization needs of the gaining commands is conducted by three Reserve numbered air force headquarters. These organizations are also commanded by Reserve general officers. Another responsibility of HQ AFRC and its Reserve numbered air forces is to coordinate Air Force participation for disaster relief and emergency planning for civil defense.

1.17. Although the primary Air Force Reserve Command mission is to train for mobilization, the Air Force Reserve Command also produces daily support to the active force. Some productive missions include Reserve crews flying regularly scheduled missions and weather reconnaissance missions, individual reservists repairing airfields or staffing Air Force hospitals, aerial spray missions, search and rescue operations, support of Army airdrop requirements, and operation of a number of aircrew schools for the Air Force.

2. Role of the Air Reserve Technician:

2.1. The complexity of the modern Air Force Reserve mission requires a full-time air reserve technician (ART) and civilian work force of approximately 14,700 to ensure stable, continuous administration of the part-time Ready Reserve. The ART at the unit, Reserve numbered air force, and HQ AFRC level provides full-time management continuity of the part-time Ready Reserve. ARTs comprise approximately 18 percent of the Air Force Reserve flying unit manning (and some mission support units) with approximately 75 percent of them supporting aircraft maintenance.

2.2. As a condition of employment as an ART, you must be a Ready Reservist assigned to and training with the unit in which you are employed and you must occupy an equivalent Reserve military position with a comparable military rank or grade. You are a full-time career civil service employee and accrue all the benefits and entitlements of Federal competitive service. You receive the pay of

your civilian job and, in addition, receive military pay for all training periods performed in military status. **YOUR PRIMARY ROLE AS AN ART IS TO TRAIN OTHER RESERVISTS.** You may be called upon to plan and/or conduct training of reservists during the normal workday, training assemblies, and when reservists are on active duty training.

2.3. Your employment as an ART was obtained in the same manner as any other competitive Federal service job. All ART positions in the Intelligence community are in the Excepted Service, and these employees enjoy essentially the same entitlements as those technicians in the Competitive Federal Service.

2.4. Your appointment was contingent upon meeting stringent qualification requirements established by the Office of Personnel Management (OPM) (formerly the US Civil Service Commission) for the job for which application was made. You were accorded Federal civilian competitive status at the time of appointment and therefore, are entitled to apply for positions in other Federal agencies the same as any other Federal employee. By the same token, employees of other Federal agencies may apply for transfer into ART positions provided they are qualified, willing, and eligible to become members of the Air Force Reserve in the unit in which they seek employment.

2.5. Your position is subject to OPM classification laws and rules for grade level establishment. (Not considered for classification purposes are any duties or responsibilities you perform solely in reservist capacity and for which you receive military rather than civilian pay.) The Air Force Reserve assigns to all ART positions military designations and ranks. The OPM does not review such designations.

2.6. As an ART, you must maintain active Reserve membership in the unit in which you are employed and satisfactory Reserve participation in order to continue to hold your civilian job. Failure to do so for reasons determined to be voluntary will result in separation from your civilian employment. Failure to do so for reasons determined to be involuntary may result in separation from civilian employment.

2.7. When an ART officer attains his or her reserve mandatory separation date (MSD), an action is triggered on the civilian portion of the ART position. ART officers may be able to request an extension to their MSD whether they are under the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS). The need for MSD extension became obvious a number of years ago when ART officers under CSRS were attaining their MSD at the ages of 51, 52, etc., and were having to take a reduced annuity of 2 percent per year for each year under age 55. AFRC initiated action (which was ultimately successful) to change Title 10 of the law to allow ART officers to request an extension of their MSD to an age where they would have an annuity unreduced due to being under age 55. The eligibility criteria for discontinued service retirement (DSR) under CSRS are age 50 with 20 years of service (50/20) or any age with 25 years of service. Under CSRS, in order to receive an unreduced DSR, ART officers would need to request an extension of their MSD to 55/20. However, they must be able to attain at least 20 years of service before age 60.

2.8. Similarly, ART officers under FERS may also be eligible to request an extension of their MSD. Under FERS, there is an annuity supplement available to ART and non-ART employees who meet a minimum retirement age (MRA) of 55-57 based on their year of birth. The annuity supplement is also available to ARTs who attain eligibility for the Military Reserve Technician (MRT) retirement which is age 50 with 25 years of service. Although ART officers could retire with 50/25, AFRC normally

allows ART officers to request MSD extensions to the earlier of age 55 with 25 years of service or their MRA (55-57) with 20 years of service.

2.9. Under both CSRS and FERS, if the request for MSD extension is approved, the ART officer may continue on both the Reserve and civilian portions of the ART officer position until the new MSD occurs. (**NOTE:** Non-ART Reserve officers do not have the option to request an extension to their MSD).

2.10. Normally, ART officers will be registered in the Department of Defense (DoD) Priority Placement Program (PPP) for 12 months before their MSD for possible placement into non-ART jobs Air Force wide. This is accomplished by HQ AFRC/DPCC. The more compatible an ART officer's experience is with the non-ART positions in the Air Force, the better the chances of placement. Extension of MSD is covered under AFRC 36-201, *Air Reserve Technician (ART) Officer-Extension to Mandatory Separation Date (MSD)* (formerly AFRESR 30-1).

2.11. If you occupy an enlisted level ART position, the High Year of Tenure (HYT) Program applies to you. The HYT Program was implemented in the United States Air Force Reserve (USAFR) effective 1 January 1989. However, application of the HYT program to the enlisted ART was deferred until 1 January 1992. The HYT program basically limits participation in the selected reserve to a total of 33 years of total federal military service (TFMS), or attainment of age 60, whichever occurs first. Before taking any adverse action as a result of HYT, the ART must first attain eligibility for an optional retirement annuity under the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS). In addition, all ARTs will be registered in the Department of Defense (DoD) Priority Placement Program (PPP) at least 12 months before reaching their HYT date. This outplacement assistance is provided by your servicing civilian personnel office and affords you employment consideration in the local commuting area for Air Force activities only. You will also be given the option of registering for other positions, grades, and locations acceptable to you at other Air Force activities nationwide.

2.12. You are required to wear the uniform at all times while on military duty. You are also authorized and encouraged to wear the uniform while performing civilian duty; however, it is not mandatory. ARTs who wear the uniform while performing civilian duty must observe the same courtesies and meet the same dress and appearance requirements as their active duty counterparts.

2.13. When a Reserve unit is mobilized, the unit becomes a part of the active duty gaining command. Since you are a Reserve member of the unit, you would be activated to perform duties in a military capacity the same as other members of the unit. Upon mobilization, your civilian pay ceases. You are subject to immediate call to active duty in the event of mobilization to meet a national emergency and may be assigned worldwide duty with your assigned unit or as an individual on active duty.

2.14. You are also an Air Force Reserve representative in your civilian community. As such, you are expected to conduct yourself in a manner that will reflect credit upon your person and the service. It is most important that you familiarize yourself with the code of ethics for government service and the Air Force Standards of Conduct. As a Federal civilian employee, you must refrain from prohibited political activities and pay just debts. You are not only expected to protect the good name of the Air Force Reserve, but also to actively promote the public understanding and support of the program.

3. Military Responsibilities of the Air Reserve Technician:

3.1. The role you play as a civilian employee in the full-time management of a reserve unit is directly correlated to your obligations as a member of the military establishment. Inherent in your job are certain military responsibilities which are comparable to any Air Force member in an equivalent grade and position.

3.2. You are expected, for instance, to maintain the same degree of professionalism, qualifications, skill, and bearing that would be expected of a person in your same grade on extended active duty. You should take positive efforts to increase your specific job skills and professional development through civilian academic sources as well as Professional Military Education (PME). For example, Squadron Officers School (SOS) should be completed before it is time for officers to be considered for promotion to Major. Air Command and Staff College (ACSC) before consideration for promotion to Lieutenant Colonel; and Air War College (AWC) or Industrial College of the Armed Forces (ICAF) before being considered for promotion to Colonel.

3.3. These courses can be completed in residence by taking leave from your civilian job, or through correspondence and seminar. Professional development courses are also available through the Office of Personnel Management (OPM) and the U.S. Department of Agriculture Graduate School. In addition, skills training is available from military sources. Maintaining the highest degree of qualifications is essential if you are to be an effective and efficient manager and trainer of reservists. In conjunction with your personal development as a military member, you will be expected to maintain the Air Force standards for military dress, appearance, leadership, and courtesies. You should be an example of the highest standards within the military community.

3.4. Your job as an ART makes you a citizen soldier just as any other reservist. However, your position in the unit requires you to be particularly aware of your responsibility to present a positive AF image in your local community. The wearing of the uniform and the knowledge among community leaders and neighbors that you represent the core of the reserve unit place a unique responsibility on you to uphold the highest professional military and personal standards.

3.5. In discussing your relationship to the community, you also need to be constantly aware of the relationships that exist between non-ART reservists and their employers. Although reservists are required to meet certain training requirements, they may be asked to voluntarily contribute additional time to the unit to meet special needs such as preparation for inspections. Whether you are scheduling reservists for mandatory or voluntary type training, you should not lose sight of the fact that the reservist is satisfying two obligations--his/her civilian employer and the Air Force Reserve. In the zero draft environment, employer support of the Reserve forces becomes a key ingredient to maintaining a viable program. Therefore, you should have an understanding and awareness of a reservist's employment commitments.

3.6. The planning, scheduling, and conduct of training are among your most important functions. This pertains to all aspects of training, including skills training, aircrew training, and general military training. Maintaining a combat ready posture depends directly on your ability to perform this aspect of your job. As we have already seen, the ART workforce was created to provide the most economical, effective training capability for the Reserve forces. If we fail to accomplish this task, we jeopardize the future of the entire program.

3.7. Maintaining a viable, effective Reserve force includes obtaining and retaining quality people. We have proven our ability to recruit new people into the program, and the efforts of individual ARTs continue to contribute significantly to the overall efforts of the Air Force Reserve recruiting service. You should continually be aware of the Air Force Reserve's recruiting service. You should continually be aware of your unit's needs and actively recruit new members from the community. More important, however, is the contribution you can make to the retention of quality people. Experience has taught us that units with meaningful, interesting, active and effective training programs usually have the highest retention rates. Here again, your role as a trainer surfaces as being paramount to a successful program.

Section B—Civilian Policies and Benefits for Air Reserve Technicians

4. Position Classification. The Classification Act of 1949 is the primary legal authority for classifying Federal Civil Service positions. Your ART position is subject to the Act and must be covered by an official position description/core document describing its major duties and responsibilities. You may not be hired to perform a job in the Federal Civil Service until a position description/core document has been written and the position properly classified. The official title, series, grade, and pay category of your position are determined and assigned based on an evaluation of the duties and responsibilities of the position by position classifiers. These specialists use criteria contained in Office of Personnel Management (OPM) classification standards and/or agency guides in classifying positions. Thus, the position description/core document is an official document in support of a payroll item; that is, the officially classified position provides the basis upon which you are paid. Most ART positions are centrally classified by staff classifiers of the Civilian Personnel Division, HQ AFRC, based upon duties assigned by the responsible offices of primary responsibility within HQ AFRC. The ART position description/core documents are prepared by the appropriate office of primary responsibility in conjunction with the staff classifiers. The duties contained in ART position description/core documents constitute an official assignment of duties and it is the responsibility of local management to ensure these are performed in the manner described. Your position description/core documents may be revised locally so long as the title, series, grade, and/or functional intent of the position remain unchanged. If the proposed revisions will result in such changes, they must be submitted through the base servicing Civilian Personnel Office/Flight (CPO/CPF) and functional office of primary responsibility channels to HQ AFRC for approval. Position descriptions/core documents for non-ART positions are prepared by the responsible supervisor in conjunction with the servicing CPO/CPF. It is important to remember that positions, not people, are classified. The nature, scope, and difficulty of the duties of your position determine its classification. The classification of your position is not affected by your personal qualifications nor your military assignment. You may review the standards used in classifying your position. These standards are maintained by the base CPO/CPF. Also, you may appeal the classification of your official position at any time. The base CPO/CPF will provide guidance on the appeal process (AFPD 36-14, *Position Management and Classification*).

5. Pay Categories. With few exceptions, civilian jobs in the Air Force Reserve are general schedule (GS) or are covered by the Federal Wage System (FWS). In addition to the above, the Air Force Reserve now has three Senior Executive Service (SES) positions. These SES positions are located at each of the numbered air forces (NAF). The pay category for your position, that is, GS or FWS which includes wage grade, (WG), wage leader (WL), and wage supervisory (WS) is determined by the type of work you perform. Positions involving work characterized as professional, executive, managerial, technical, administrative, or clerical are GS. The basis for classification and determining rates of pay for GS positions are

established by public laws. The annual rates for GS positions are the same worldwide and are based on rates of pay for similar occupations in private industry. However, for positions with documented, significant retention/recruitment difficulties, agencies may request that OPM approve special salary rates (SSR). SSRs have been approved for certain positions in the engineering and medical profession within AFRC. Locality pay for federal employees was implemented in 1994. Locality pay applies to GS and SES employees. It does not apply to employees overseas, or in Alaska and Hawaii. These employees already receive geographic pay adjustment based on cost-of-living adjustments. Eligibility for locality pay is based on where an employee works, not on where he or she lives. Employees who transfer to another location will receive the rate of pay applicable in their new workstations. Positions under the FWS are either WG, WL, or WS. These jobs involve work associated with crafts and trades and manual labor. The rates of pay for jobs under the FWS are established by the Department of Defense Wage Fixing Authority and are based upon the prevailing rate for the particular trade or craft within a designated locality wage area. The rates for these positions are reviewed once each year and adjustments are made at the time to keep them comparable to the designated area wage rates. Pay schedules for both GS and FWS are available from your servicing CPO/CPF.

6. Filling Positions. Types of Appointments. Persons hired for positions in the Federal Government are "appointed" to the position. The kind of appointment that an employee has determines the status for various personnel actions, including eligibility for transfer to other locations, reemployment, and reduction-in-force.

6.1. Career Conditional Appointment. This is the type of appointment normally given to air reserve technicians hired from an OPM certificate of eligibles. Career conditional employees must complete a 1-year probation period. They must also serve 3 years without a break in Federal service of more than 30 days before they become "career" employees. If you have veterans preference and leave the Federal service while serving under a career conditional appointment, you may be considered for rehire at any time by any Federal activity without competing in another OPM examination. Conversely, if you are a career conditional employee without veterans preference, you have rehire eligibility without competition for only 3 years after separation.

6.2. Career Appointment. An employee's career conditional appointment is converted to career after 3 years of Federal service with no break in service of more than 30 days. If you have satisfied the 3-year service requirement for career appointment and leave the Federal service, you may be considered for rehire at any Federal agency for an indefinite period without competition in an OPM examination. Also, if you are a career employee, you have a higher retention right in reduction-in-force than the career conditional employee.

6.3. Excepted Appointment. ART personnel assigned to Intelligence Operations Specialist, GS-132-XX, are by DoD mandate in the Excepted Service. These employees must meet the same conditions of employment, satisfy the same service requirements, and enjoy the same benefits as their counterpart ARTs in the competitive service. After 1 year under the Civilian Intelligence Personnel Management System (CIPMS), they are entitled to non-competitive consideration for competitive service positions.

6.4. Reinstatement. Former Federal employees who are entitled to veterans preference or who had a career appointment when separated may be reinstated indefinitely without competition to vacant positions for which qualified. Former Federal employees who are not entitled to veterans preference and who held career-conditional appointments (did not complete the 3 year service requirement for career

tenure) may be reinstated within 3 years following the date of separation. Persons who are reinstated must meet the qualification standards and requirements which are applied in making appointments. They must also meet the time-in-grade restrictions on promotion if they are reinstated in a position paid under the GS pay category and served in a nontemporary GS position any time within the previous 52 weeks before reinstatement. Also, if the reinstatement is to a higher graded job or to a position with promotion potential, they must rank among the best qualified under merit promotion procedures.

6.5. Temporary Appointment. Temporary appointments are used when it is expected that a job will not last beyond 1 year. Temporary appointees may be separated at any time and are not eligible for promotion or reassignment during their tenure under a temporary appointment.

6.6. Term Appointment. Term appointments are used for a period of more than 1 year but not more than 4 years when the need for an employee's services is not permanent. Reasons for making a term appointment include, but are not limited to: project work, extraordinary workload, scheduled abolishment, reorganization, contracting out of the function, base closure, uncertainty of future funding, or the need to maintain permanent positions for placement of employees who would otherwise be displaced from other parts of the organization. Since term appointees may serve for long periods of time and since they have benefits similar to permanent employees (for example, within-grade increases, health and life insurance benefits, etc.), it is appropriate that term and permanent employees be appointed in the same manner. For ART positions, appointments under the term authority will require reserve membership. A term employee does not acquire a competitive status on the basis of his/her term appointment.

6.7. Veterans Readjustment Appointment (VRA). This appointing authority provides employment consideration to qualified and eligible veterans of the Vietnam era and the post-Vietnam era. Eligible veteran means a person who: served on active duty for a period of more than 180 days and was discharged or released therefrom with other than a dishonorable discharge; or was discharged or released from active duty because of a service-connected disability; or as a member of a reserve component under an order to active duty pursuant to section 672(a), (d), or (g), 673, or 673b of Title 10 of the United States Code, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge. A VRA appointment is an excepted appointment to a position otherwise in the competitive service. Such appointments may be made up to and including the GS-11 level or its equivalent. Employees with VRA appointments who satisfactorily complete 2 years of substantially continuous service under the VRA program, including training when required, shall be converted to career-conditional or career employment, as appropriate.

7. Employment Procedures:

7.1. ART position vacancies are normally filled from one of three sources: inservice placements (promotion, reassignment, or change to lower grade) of current technician personnel; new appointments; or rehires of former Federal employees who have reinstatement eligibility. Applicants for employment must be qualified for both the military position and the civilian position before being hired. The unit's servicing CPO/CPF determines the appropriate sources for candidates to fill vacant enlisted level ART positions. The Civilian Personnel Division, HQ AFRC, in conjunction with the unit's servicing civilian personnel office, accomplishes all recruitment and staffing activities for ART officer-level placement positions and appointments from OPM certificates for ART enlisted Intelligence positions.

7.2. When the recruitment source is an OPM Certificate of Eligibles (new appointment), the selecting supervisor selects from the top three available candidates and does not pass over a veteran preference eligible to select a non-veteran preference eligible. Policies regarding consideration and selection of candidates for inservice placement (promotion, reassignment, reinstatement, etc.) to ART enlisted level positions vary from one Air Force activity to another. Inservice placement consideration is subject to the placement policies of the activity where the individual is seeking employment consideration. All selections for ART officer-level positions are tentative subject to review and approval by HQ AFRC.

8. Equal Employment Opportunity. Public Law provides that employees and applicants be given equal opportunity for employment and advancement without regard to race, color, religion, sex, age, national origin, or disabling condition. Under Equal Employment Opportunity Commission (EEOC) Regulation 29 CFR 1614, agencies must promote and maintain full realization of EEO through a positive continuing Affirmative Employment Program. Each Air Force installation is required to develop an Affirmative Employment Program Plan (AEPP) according to EEOC and Air Force guidelines and set goals to eliminate underrepresentation of women and minorities. All levels of management (commanders, managers, and supervisors) are responsible for furthering EEO objectives and the accomplishment of actions planned. You should become familiar with the base Affirmative Employment Program Plan. In addition, a Command Human Resources Development Council (HRDC) was established in Jun 92. Establishment of wing-level HRDCs was completed in Dec 95. Their overall goal is to create and maintain a fully diversified work force where all AFRC employees have the training and opportunity to maximize their potential and career aspirations. The discrimination complaint system exists to help enforce the EEO Act of 1972 to assist employees who believe they have been discriminated against. If you believe you have been discriminated against because of race, sex, color, religion, age, disability, or national origin, you should contact an equal employment opportunity counselor within 45 calendar days after the date of the alleged offense or personnel action.

9. Hours of Work and Tours of Duty. The usual civilian workday and workweek is 8 hours a day, 40 hours a week. Work is normally scheduled over 5 consecutive days, Monday through Friday. However, due to the nature of the Air Reserve Technician Program, your weekly tour of duty can be scheduled on days other than Monday through Friday, and hours of work may not necessarily be the same each day. Employees can also be placed on alternative work schedules (AWS). This is necessary to ensure that you are available when needed to provide Reserve training. For example, the work schedule for aircrew personnel on long distance flights is established to coincide with the scheduled takeoff time of the aircraft. Tours of duty which deviate from the Monday through Friday schedule are called uncommon tours and normally a 1-week advance notice is given before changing a work schedule. However, the 1-week notice may be waived under certain conditions (AFI 36-807, *Weekly and Daily Scheduling of Work and Holiday Observances*).

9.1. Pay Periods:

9.1.1. Most Federal civilian employees are paid 26 times each year. Each payday covers a 2-week period beginning at 0001 on a Sunday and ending at 2400 the second Saturday. The time and attendance report is provided to the payroll office at the end of each pay period. About a week is required for the payroll office to compute your pay and for the check to be processed. All employees are required to participate in Direct Deposit (DD) Electronic Funds Transfer (EFT). Any exceptions to this requirement must be approved by the installation commander.

9.1.2. You also receive a leave and earnings statement (LES) which is mailed to your home address at approximately the same time the pay check is processed. This statement shows your leave, earnings, and the amount deducted for tax, retirement, etc.

9.2. Overtime. Overtime is any work officially ordered and approved in advance that is required to be worked in excess of the normal 8-hour workday or in excess of a normal 40-hour workweek. You may not volunteer to work overtime without pay nor may your supervisor require you to work overtime without proper compensation. Overtime pay is paid at the rate of time and one half for each overtime hour worked. Under some circumstances (if your rate of compensation exceeds the top rate for GS-10), a supervisor may require you to take compensatory time off in lieu of paid overtime. Overtime is determined under the provisions of two separate laws-Title 5, U.S.C. and the Fair Labor Standards Act (FLSA). The method of computing overtime entitlements differs for each law. All GS employees can earn compensatory time or overtime under Title 5 if the conditions of the law are met. However, only certain categories of employees are covered by the provisions of FLSA. These employees are "nonexempt" from the law and generally are nonsupervisory/nonmanagement employees. (A complete description of nonexempt employees may be obtained from your servicing CPO/CPF) Nonexempt employees are paid for earned overtime under FLSA. Payment of overtime during a training period is prohibited by 5CFR 410.602(a) unless the training qualifies under one of the exceptions in 5CFR 410.602(b). Computation of entitlement can be complicated. More detailed information should be obtained from your supervisor or your servicing CPO/CPF. Supervisors must be alert to the fact that under FLSA, employees can earn an entitlement to overtime pay for work performed in excess of 8 hours a day even though the work was not specifically ordered by management. If a supervisor allows work to be performed without specifically prohibiting it, then management "suffers and permits" the work to be performed, and the employee may have an entitlement to overtime pay. ART officers are normally exempt from the provisions of FLSA and usually are eligible for compensatory time off rather than overtime pay. FWS employees are not eligible for compensatory time off and must be paid for any overtime worked (AFI 36-802, *Pay Setting*).

9.3. Call Back Overtime Pay. If you are called back to your duty post to perform work on a day when work was not scheduled or are required to return to the place of employment during nonduty hours, you are entitled to at least 2 hours of overtime pay or compensatory time off, whether or not work is performed (AFI 36-802, *Pay Setting*).

9.4. Shift Work. If your position requires you to work a night shift, you will be paid an amount of money known as shift differential. A wage grade employee required to work the majority (5 hours or more) of a shift between the hours of 1500 and 2400 is paid a shift differential of 7 1/2 percent of the hourly rate of pay. A FWS employee required to work the majority of hours between 2300 and 0800 is paid a shift differential of 10 percent of the hourly rate of pay. A general schedule employee regularly required to work between 1800 and 0600 is paid a night differential of 10 percent of the hourly rate.

9.5. Holidays. Table 1 lists the ten holidays observed by the Federal Government:

Table 1. Holidays.

New Year's Day	1 January
Martin Luther King, Jr's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December

NOTE: If you work a normal tour of duty (Monday through Friday) and the holiday falls on Sunday, the following day is observed. If a holiday falls on Saturday, the preceding day is observed. If your tour of duty is other than a Monday through Friday, holidays are observed differently than above. If you are assigned an uncommon tour of duty and have questions about days off designated in lieu of a holiday, consult with your supervisor or the Civilian Personnel Office for specific information. If you are required to work on a holiday, you will receive additional money known as holiday pay. Holiday pay is paid at the same hourly rate as is regular pay and in addition to regular pay. (AFI 36-802, *Pay Setting*).

9.6. Sunday Work. If Sunday work is a part of your work week, then you are entitled to receive pay at your rate of basic pay plus premium pay at the rate of 25 percent of your base pay for each hour of Sunday work, not exceed 8 hours (AFI 36-802, *Pay Setting*).

10. Pay:

10.1. Within-Grade-Increases. There are 10 pay steps in each GS grade and five pay steps in each FWS grade. You may advance to higher pay rates within your grade and pay schedule when you meet certain requirements. These requirements include a prescribed waiting period and a given level of performance. GS employees must also be serving under other than a temporary limited type of appointment to be eligible. Specific waiting periods and performance levels for these two categories of employees are as follows:

10.1.1. General Schedule (GS):

10.1.1.1. The waiting periods for advancement to the following steps for employees with a prearranged regularly scheduled tour of duty are:

10.1.1.1.1. Steps 2, 3, 4: 52 calendar weeks of creditable service.

10.1.1.1.2. Steps 5, 6, 7: 104 calendar weeks of creditable service.

10.1.1.1.3. Steps 8, 9, 10: 156 calendar weeks of creditable service.

10.1.1.2. Acceptable level of competence. Unless the supervisor notifies the CPO/CPF that

an employee is not performing at an acceptable level of competence, the WGI is processed automatically.

10.1.2. Federal Wage System (FWS):

10.1.2.1. Required waiting period for Federal Wage System employees with a prearranged regularly scheduled tour of duty:

10.1.2.1.1. Step 2: 26 calendar weeks of creditable service in step 1.

10.1.2.1.2. Step 3: 78 calendar weeks of creditable service in step 2.

10.1.2.1.3. Step 4 and 5: 104 calendar weeks of creditable service in each of steps 3 and 4.

10.1.2.2. Rate increases are processed automatically when the required waiting period has been met provided the employee's performance is satisfactory. Your performance is satisfactory when you achieve or maintain a performance rating of fully successful or better.

10.2. Severance Pay:

10.2.1. If you are involuntarily separated from your employment with the US Government and you are not entitled to an immediate retirement annuity, you may be eligible for severance pay. The separation must not be for cause on charges of misconduct, delinquency or inefficiency, or failure to accept a reasonable offer. A reasonable offer is a position in the same agency, in the same commuting area (unless geographic mobility is a condition of employment), the same tenure and work schedule, and not more than two grades or pay levels below the employee's current position without consideration of grade or pay retention.

10.2.2. To be eligible for severance pay, you must have been employed for a continuous period of at least 12 months under a qualifying appointment and involuntarily separated from Federal service. Involuntarily separated includes those who resign upon receiving specific written notice that they will be separated or a general written notice of reduction in force or transfer of function that announces all positions in the competitive area will be abolished or transferred to another commuting area.

10.2.3. Severance pay consists of the following: one week of pay at the rate of basic pay for the position held by the employee at the time of separation for each full year of creditable service through 10 years; two weeks of pay at the rate of basic pay for the position held by the employee at the time of separation for each full year of creditable service beyond 10 years; and twenty-five percent of the otherwise applicable amount for each full 3 months of creditable service beyond the final full year. The total severance pay an employee is eligible to receive is limited to 1 year's pay (52 weeks) at the rate of pay received immediately before separation. Severance pay is not paid in a lump sum (except for employees at a closing base), but is paid every 2 weeks the same as regular pay. Severance pay is subject to income tax deduction, Medicare deduction, and FICA deduction if the employee was subject to social security taxes (FICA) at time of separation. There is a lifetime limit of 52 weeks of severance pay. There are more details, conditions, exceptions, and limiting factors. If you have additional questions on severance pay, you should contact your servicing civilian personnel office.

11. Development and Advancement:

11.1. Training and Development:

11.1.1. You are expected to maintain the same degree of professionalism, qualifications, and skills as that expected of a person of the same military grade on extended active duty. While personal development and enrichment are principally your responsibility, the training and development of employees to achieve the highest level of performance on the job are essential parts of your supervisor's job. Both you and your supervisor must be aggressive in searching out training and development opportunities for better job performance and improved skills.

11.1.2. As a Federal employee, you may be trained at Government expense through courses in your own agency, courses of other Federal agencies, State and local governmental agency courses, and courses offered by educational institutions, as long as such training is expected to improve work performance in your present assignment or planned future assignments.

11.1.3. Basic training and development standards for all ART officer positions, are developed by the AFRC Manager Development Council. These requirements are publicized throughout the command and commanders and managers are expected to use these standards in preparing Career Enhancement Plans for subordinate managers.

11.1.4. Professional Military Education (PME) courses are very beneficial to career development objectives of ART officers. In order to enhance the chances for fulfilling career objectives, ART officers are encouraged to plan for and complete PME courses in residence or through the seminar or correspondence methods during appropriate phases of their career. Courses of study that should be considered are:

11.1.4.1. Squadron Officers School.

11.1.4.2. Air Command and Staff College.

11.1.4.3. Senior Service Schools (SSS) (For example, Air War College and Industrial College of the Armed Forces)

11.1.5. The ART Officer Career Program Training Guide is available at each unit for review of courses identified as being pertinent to your career progression (Additional references are AFI 36-401, *Employee Training and Development*, and AFRCI 36-102, *Basic Authority and Responsibility for Civilian Personnel Management and Administration*).

11.2. Merit Promotion Program. The Air Force has the policy of filling civilian positions with the best qualified people available. Sometimes positions are filled by means other than promotion to protect the career rights of employees and to meet the needs of the Air Force. Each CPO/CPF must develop a base merit promotion plan for consideration of employees on that base. In addition to the career program coverage for the ART officer personnel discussed in a later paragraph, ARTs and non-ART civilian employees are subject to the merit promotion plan in effect at their base. The general merit promotion processes followed at each base are:

11.2.1. Making Application. Civilian personnel officers either advertise promotion opportunities to employees they service, or they identify, rate and rank candidates through use of the Air Force Automated Promotion and Placement Referral System-more commonly referred to as PPRS. You should become familiar with the procedure used at your base and follow any instructions provided when interested in promotion to specific positions. For the CPO/CPF that uses the announcement

system and has a continuing requirement to fill certain types of positions by promotion, the promotion announcement may be open continuously. This means employees interested and qualified for these positions may apply at any time. The CPO/CPF retains such applications and uses them to update the appropriate promotion registers. When positions are not filled regularly, the promotion register is usually updated when a new vacancy occurs. This is done by a special time-limited announcement or by obtaining a new automated PPRS register.

11.2.2. Qualifying. You must be fully qualified for a position in order to be promoted to it. Qualification standards are issued by OPM for most positions and must be used by the CPO/CPF when determining whether you are qualified. Qualification standards are contained in Qualification Standards for General Schedule Positions, FPM Supplement Internal 930-71 for some ART positions, and X-118C for Wage System positions. All of these issuances are available for your review in the CPO/CPF. The CPO/CPF makes qualification decisions based on your total background experience and training according to the information on file in your official personnel folder. This is true whether your training, education, and experience have been manually reviewed or whether your automated personnel records have been reviewed through the PPRS. Your Federal experience and training are automatically made a part of these folders, but non-Federal experience and training must be given to the CPO/CPF on application forms or other appropriate documents such as college transcripts, records of training, etc. The CPO/CPF staff will advise you of the method of submitting this material. It is of great importance for you to ensure your official personnel folder contains current, accurate, and complete information about previous experience and training so you can receive full consideration for promotion and other placement opportunities.

11.2.3. Competition. The CPO/CPF evaluates each qualified employee for promotion and refers the employee on a promotion register. Employees are ranked on the basis of their experience, training, and education. Sort priorities (tie breakers) are then used to determine the final rank-order standing of candidates. The factors used to sort priorities are supervisors appraisal of current performance, test score (if applicable), and awards. If a test is authorized as a ranking factor, the score is added to the appraisal score. This combined score becomes the first sort criteria. Final ties are broken using reduction-in-force service computation date (RIF SCD). Scores based upon panel assessment may be added as a part of the total score for selected positions. The best available qualified employees are referred to the selecting supervisor for promotion consideration. If there are no well qualified employees available to be referred, broader areas of employee consideration may be used to seek out well qualified candidates.

11.2.4. Action by the Selecting Supervisor. The selecting supervisor ensures the authorization is on the unit manning document (UMD) (may need to contact Military Personnel Flight (MPF) and the position description has been written and classified; then submits an SF 52, **Request for Personnel Action**, to the CPO/CPF and provides information on preferred method of fill (for example, promotion, reassignment, etc). Normally the supervisor of the position being filled receives the promotion certificate from the CPO/CPF, contacts the supervisors of the candidates who were referred on the certificate, reviews employee records, and may arrange for personal interviews, if required by the local merit promotion plan discussed before. Employees on leave or unavailable for any reason for an extended period must be considered based on their records. If you are certified for consideration and are available, you may be given the opportunity to be interviewed, but the requirement for personal interview may vary dependent upon the provisions of the promotion

plan at the activity where you are seeking promotion consideration. Remember, you have no individual "right" to be promoted, but you do have the right to be fairly and impartially considered.

11.2.5. Questions and Complaints. You are encouraged to familiarize yourself with the merit promotion plan and with the qualification standards you must meet to qualify for promotion. The more you personally know about the promotion process, the less likely you are to feel suspicious about it. Promotion plans, regulations, qualification standards, and personnel records are available for review in the CPO/CPF. When you have questions or complaints, you should go to your immediate supervisor for answers or for a referral to the CPO/CPF where specialists are available to answer your questions.

11.3. ART Officer Placement. The Civilian Personnel Division, HQ AFRC, is responsible for the staffing of all ART officer-level placement positions. This includes new appointments, reinstatement of former Federal employees, and all inservice actions such as promotions, reassignments, and transfers from other Federal agencies (AFRCI 36-111, *Air Reserve Technician (ART) Officer Career Management Program*).

11.3.1. The AFRC Career Management Board (CMB) is responsible for developing uniform promotion evaluation and placement criteria for all ART officer positions. The board is also responsible for rating and ranking candidates for use in the establishment of centralized career promotion registers for the following key managerial ART officer positions as requested by the CMB:

11.3.1.1. Grade GS-14 and above.

11.3.1.2. Grade GS-13 when the corresponding military assignment is a colonel.

11.3.1.3. Senior ART positions in a separate flying squadron.

11.3.1.4. Other positions determined appropriate by the AFRC Commander or Vice Commander.

11.3.2. Commandwide promotion and developmental reassignment registers for all remaining ART officer-level positions are established and maintained as needed by the AFRC Civilian Personnel Division (HQ AFRC/DPC).

11.3.3. When a fill action is requested by management, the servicing civilian personnel office of the unit notifies HQ AFRC/DPC when projected or actual vacancies occur. HQ AFRC/DPC, in turn, certifies eligible candidates to the unit for consideration. Candidates are referred on the basis of rank order on the promotion or reassignment registers and other appropriate selective certification factors. When appropriate, HQ AFRC/DPC will also obtain a certificate of eligible candidates from the Special Examining Unit for ARTs located in Macon, GA. All selections for ART officer-level vacancies are tentative subject to review and approval by HQ AFRC. Further details concerning the ART Officer Career Management Program (AOCMP) are found in AFRCI 36-201, 36-114, *Procedures on Air Reserve Technicians (ART) Who Lose Active Membership in the Reserve*, 36-111 and AFMAN 36-606, Volume 1, *Air Force Civilian Career Program Management*, Chapter 21.

12. Performance Evaluation:

12.1. Performance evaluation is used for a number of different purposes. The evaluations required are prescribed by different laws and regulations and this frequently causes confusion about the performance evaluation process. It is important that you understand how performance management/evalua-

tion is used in each program area. Basically, Air Force policy requires supervisors to use performance evaluation to bring about all possible improvement in the work efficiency of their organizations.

12.2. AF Form 860, **Civilian Performance and Promotion Appraisal Performance Plan**, will be used to develop a work/performance plan consisting of job performance elements and performance standards established for all Air Force employees. At the end of the rating period, you will be evaluated by your supervisor to determine if you met, did not meet, or exceeded the performance standards established for your position. The AF Form 860A, **Civilian Performance and Promotion Appraisal-Performance Rating**, is the exclusive form used in evaluating the performance of Air Force employees.

12.3. Basically, Air Force employees will receive an annual performance appraisal. The annual appraisal cycle for GS/FWS employees starts 1 April and ends 31 March. For GS and FWS employees, the rating becomes effective 1 June.

13. Probation for New Supervisors and Managers. Section 303 of the Civil Service Reform Act established a requirement that if you are appointed or promoted to a supervisory or managerial position on or after 11 August 1979 you must serve a probationary period. The maximum length of the probationary period is 1 year. However, the supervisor, with the concurrence of the next higher official, may terminate the probationary period after 6 months if you have clearly demonstrated a completely satisfactory level of performance. The completion of a probationary period as a supervisor will not necessarily fulfill the probationary period requirements for a managerial position. The selecting supervisor, with the concurrence of the next higher level official, may grant an exception in such cases when your previous performance, experience, and completion of a probationary period as a supervisor justifies an exception. Conversely, your supervisor, with the concurrence of the next higher level manager, may terminate your probationary period at any time during the period when it becomes clear that you lack the necessary aptitude or skills required in the position. If your probationary period is terminated due to failure to satisfactorily complete the period, you must be returned to a nonsupervisory or nonmanagerial position. Your return to a nonsupervisory or nonmanagerial position before completion of the period is not an adverse action and cannot be appealed. However, you may grieve the action under the Administrative Grievance procedures. If your probationary period is terminated, you are entitled to a position of no lower grade and pay than the one you left to accept the supervisory or managerial position. If you are returned to a lower grade and pay for failure to satisfactorily complete a probationary period, you will not be entitled to grade or pay retention (5CFR Part 536).

14. Conduct and Discipline:

14.1. As an employee of the Federal government, you are expected to follow both legal and social rules concerning personal conduct, both on and off the job. You are expected to follow the ethical standards of conduct prescribed by Air Force Instructions, and to avoid situations which could result in conflict of interest between your personal interests and public responsibilities. Air Force regulations governing standards of ethical conduct and conflict of interest are in the Department of Defense (DoD) Joint Ethics Regulation. You and your supervisor are expected to familiarize yourselves with this regulation.

14.2. If you fail to abide by the standards of conduct expected, disciplinary action may be taken according to Office of Personnel Management and Air Force directives. Disciplinary actions are actions taken by management to correct employee deficiencies in performance or conduct. Included

are oral admonishments, reprimands, suspensions, and removals. The Air Force guide to disciplinary actions for civilian employees is contained in AFI 36-704, *Discipline and Adverse Actions*. This guide indicates the normal penalty that is appropriate for first, second, and third offenses of misconduct.

15. Complaints, Grievances, and Appeals:

15.1. Air Force Policy. It is Air Force policy to provide you with a means of reviewing matters related to your work with which you are dissatisfied. To ensure you receive consideration for which you are entitled, no supervisor or official may interfere or threaten to interfere with the filing of a complaint, grievance, or appeal. Further, if you wish to file a complaint, grievance, or appeal, you are entitled to a representative of your own choosing to present your case. Certain restrictions, however, are placed on your choice of a representative. These restrictions are contained in the specific Office of Personnel Management or Air Force directive applicable to the type of complaint filed. Air Force policy also provides that personal dissatisfactions should be resolved at the lowest supervisory level.

15.2. Complaints. A complaint is an informal unwritten statement of a problem for which an employee seeks a solution through supervisory channels. If the supervisor cannot resolve the complaint to your satisfaction through informal means, then you may file a written grievance or appeal.

15.3. Grievances. A grievance is a matter of personal concern or dissatisfaction to an employee and the resolution of which is subject to the control of management. Grievances are formal in nature and are processed either through the Administrative Grievance Procedures or through the procedures contained in a local negotiated agreement if they are in the group of employees covered by the union contracts. If you have a grievance which relates solely to the Reserve aspects of your job, you should refer the complaint through appropriate military channels (for example, IG) since there is no authority to process such grievances through civilian channels.

15.4. Administrative Appeals. An appeal is a request by an employee for reconsideration of a decision to take an adverse action (removals, suspensions of more than 14 days, or furlough without pay). You may file within 20 calendar days after the effective date of the adverse action. The appeal must be in writing and set forth the reasons for contesting the adverse action. You and your supervisor should always contact the Civilian Personnel Office for guidance in presenting or handling employee grievances and appeals.

16. Incentive and Performance Awards. Performance appraisals rendered according to AFI 36-1001, *Managing the Civilian Performance Program*, are the basis for granting performance recognition. Superior performance must be recognized; excellent performance should be considered for recognition; and fully successful performance may be considered for recognition. AF Form 860A, **Civilian Performance and Promotion Appraisal-Performance Rating**, used to rate employee performance, has a section for documenting the approval and the amount of a cash award.

17. Monetary Recognition for Performance:

17.1. Performance Award (PA). A performance award may be granted to an employee who received a performance rating of at least fully successful. It consists of a PA certificate and an accompanying cash award. The minimum amount given to an employee receiving a PA is 1 percent of his or her payable salary. Such awards may be granted only once in any 12-month period of service.

17.2. Special Act or Service Award (SASA). A SASA may be granted at any time to an individual or group of employees for accomplishment of acts or services of special benefit to the Air Force. Such awards may be initiated by a supervisor or any official having direct knowledge of the act or service. The award consists of a SASA certificate and an accompanying cash award.

17.3. Notable Achievement Award (NAA). A NAA is used to recognize noteworthy contributions that may occur at any time but do not warrant a SASA. It can be initiated by a supervisor at any level; however, it must also be approved by the next level of supervision and the official who has final approval authority. The award consists of a NAA certificate and an accompanying cash award.

17.4. Quality Step Increase (QSI). A superior performance rating is the only basis for a QSI. It may be granted to a GS employee who is in step 4 or higher and whose performance for at least 1 continuous year is of a quality above that ordinarily found in that type of position and is expected to continue at that level. The performance rating rendered according to AFI 36-1001 will serve as the sole basis for recommending a QSI. If you are a GS employee who is granted a QSI, you are advanced to the next step rate of your grade. Wage grade employees are not eligible for QSIs (AFI 36-1001).

17.5. Suggestion Awards. You are urged to submit suggestions for improvements. If you see any way to do something better, faster, or more economically, then you should submit a suggestion on a AF Form 1000, **United States Air Force Suggestion**. Supervisors are expected to help you develop your ideas. Employees are recognized for adoption of their suggestions by cash awards or other types of recognition (AFI 38-401, *The Air Force Suggestion Program*).

17.6. Career Service Awards. Career service emblems are awarded in recognition of 10, 20, 30, 40, and 50 years of Federal service.

17.7. Honorary Awards. You are eligible for a number of Federal and non-Federal honorary awards. Some of these are: The President's Award for Distinguished Federal Civilian Service; Department of Defense Distinguished Civilian Service Award; Department of the Air Force Decoration of Exceptional Service; Department of the Air Force Award for Meritorious Civilian Service; Outstanding Civilian Career Service Award; and the Air Force Command Award for Valor. Detailed information about these awards is contained in AFI 36-1001.

17.8. Air Force Exemplary Civilian Service Award. The Air Force Exemplary Civilian Service Award is an honorary non-monetary award and can be granted by wing commanders or comparable organizational commanders in recognition of at least 1 year of clearly outstanding service in support of command mission or goals or the accomplishment of a single service that significantly contributed to the command mission or goals. The award can be granted to any employee and consists of a medal, lapel pin, and certificate. Specific nomination and documentation procedures must be followed.

17.9. Time Off Incentive Award. The Time Off Award grants employees time off from duty, without loss of pay or charge to leave, in recognition of superior accomplishment or other personal effort which contributes to the quality, efficiency, or economy of government operations. The award is given in addition to other cash and honorary awards and is not intended to replace existing forms of recognition. The total amount of time off which may be granted during the leave year is 80 hours. The maximum amount of time off which may be granted for any single contribution is 40 hours. Specific nomination and documentation procedures must be followed.

17.10. Letters of Appreciation and Commendation. Contributions which do not meet other criteria may warrant letters of appreciation or commendation. Letters of commendation are made a part of

your Official Personnel Folder (OPF). Although letters of appreciation do not become a part of the OPF, they are retained by the supervisor and used in evaluating your performance (AFI 36-1001).

18. Labor-Management Relations:

18.1. Title VII of the Civil Service Reform Act of 1978 establishes in law the right of recognized labor organizations to have a voice in the management of the work force. You have the right, except as stated below, to freely and without fear of penalty or reprisal, form, join, and assist a labor organization, or to refrain from such activity. The right to join and assist such an organization is extended to participation in its management and to acting as a labor organization representative except where such activity constitutes a conflict of interest with official job responsibilities (that is, management officials and supervisors, employees engaged in personnel work in other than a purely clerical capacity, and employees whose assigned duties require that they represent the interest of the activity on consultations or negotiations with labor organizations). An Air Force activity accords exclusive recognition to a labor organization when the organization has been selected, in a secret ballot election, by a majority of the employees casting a ballot in an appropriate unit. When a labor organization has been accorded exclusive recognition, it is the exclusive representative of employees in the unit and is entitled to act for or to negotiate agreements covering all employees in the unit of recognition. It is responsible for representing the interest of all employees in the unit of recognition without discrimination and without regard to whether an employee is a member of the labor organization. The labor organization is given the right to be represented at formal discussions between management and employees, or employees' representatives, concerning grievances, personnel policies and practices, or other matters affecting working conditions of employees in the unit of recognition. In areas where labor organizations have been granted exclusive recognition, AFRC supervisors must become knowledgeable of the provisions of any negotiated agreements which affect their organization.

18.2. Servicing agreements between HQ AFRC and other major Air Force commands whose base Consolidated Civilian Personnel Offices (CPO/CPF) service AFRC employees provide that an AFRC management representative will normally be appointed to the base negotiating committee. The base CPO is normally the principal contact point for conducting business with labor organizations. When questions arise regarding the organization, recognition, or activity of any recognized labor organization, AFRC supervisors should immediately contact the CPO/CPF for guidance.

19. Leave and Absences:

19.1. Annual Leave:

19.1.1. Accrual Rates:

19.1.1.1. If you are serving on a full-time appointment not limited to 90 days or less or have less than 3 years creditable service, you accrue 4 hours annual leave per pay period (every 2 weeks) or 13 days per year. If you have at least 3, but less than 15 years creditable service, you accrue 6 hours annual leave per pay period or 20 days per year. If you have 15 or more years creditable service, you accrue 8 hours annual leave per pay period or 26 days per year.

19.1.1.2. If you were initially appointed for a period of less than 90 calendar days, you are not entitled to annual leave. If, however, your original appointment is extended to 90 days or beyond on one or more appointments without a break in service, you are entitled to accrue annual leave as outlined above.

19.1.2. Granting of Annual Leave. Annual leave is subject to approval by your supervisor. Except in emergency situations, prior approval will be obtained.

19.2. Sick Leave:

19.2.1. Accrual Rates. Regular full-time employees, regardless of type of appointment, accrue 4 hours sick leave every 2 weeks or 13 days per year.

19.2.2. Granting of Sick Leave:

19.2.2.1. Unless the absence can be foreseen, advance request for sick leave is not required. However, you must notify your supervisor as early as practicable on the first day of the absence. As a minimum, you should state the nature of the illness and when you expect to return to duty. Failure to do so makes the absence chargeable to unauthorized leave and may subject you to disciplinary action.

19.2.2.2. Supporting Evidence:

19.2.2.2.1. Normally personal certification will be sufficient to support a charge to sick leave for absences of 3 workdays or less.

19.2.2.2.2. Absences in excess of 3 workdays normally must be supported by a medical certificate.

19.2.3. Abuse of Sick Leave. If you are suspected of sick leave abuse, you may be required to furnish a medical certificate to support sick leave regardless of duration. This action will normally be preceded by oral counseling and other efforts to improve your attendance. You will be informed in writing of the requirement to furnish a medical certificate as a result of suspected sick leave abuse and the reasons for such action.

19.3. Leave Without Pay (LWOP). LWOP is a temporary nonpay status and absence from duty which may be granted upon your request. Your supervisor may approve LWOP requests up to 1 year. Initial grants of LWOP may not exceed 12 months. Any additional grant must be submitted to the base commander or a designated representative for prior approval. Employees should check with their servicing CPO on whether the LWOP will affect their service computation date (SCD), leave accrual and other benefits. Some valid reasons for requesting LWOP are as follows:

19.3.1. To cover an absence due to lack of sufficient annual or sick leave credits.

19.3.2. Up to 150 days LWOP may be granted to dependents of DoD military or civilian personnel to seek other Federal employment at a new location to which the head of the household is being transferred.

19.4. Absence Without Leave (AWOL). AWOL is an absence from duty which is not authorized or for which a request for leave has been denied. You receive no pay for the period of the absence and formal disciplinary action may be initiated depending on the circumstances surrounding the absence.

19.5. Military Leave:

19.5.1. Military Leave with Military Pay (Traditional 15 Days). Military leave with pay for active duty or active duty for training is available to permanent full-time and permanent part-time employees who are members of a military Reserve organization. Eligible full-time employees (40 hours a week) accrue 15 days military leave each fiscal year (1 October-30 September). Part-time employees accrue a pro rata portion of the 15 days dependent upon their regularly scheduled

workweek. You may carry over (bank) a maximum of 15 days annual military leave into the next fiscal year. Military leave is charged on a calendar day basis beginning with the first regularly scheduled civilian duty day during which active duty is performed. Military leave may be intermingled with annual leave, LWOP, earned compensatory time off, or credit hours. Military leave is also chargeable for any holidays and nonworkdays when you are on military leave the day before and after the holiday or nonworkday and continues on active duty through the holiday/nonworkday. An advance written notice of pending entry on military duty must be provided to your supervisor. The written notification should contain your name, the date you must report for military duty, the expected duration of the military duty, and the date you expect to return to your civilian position. This written notice should be signed by you and the notice should also provide a place for the supervisor to acknowledge that advance notice of military service was provided. Official evidence indicating military duty was performed must be provided to your supervisor upon return to your civilian position.

19.5.2. Military Leave Without Military Pay (44 Days). Section 1039, Public Law 104-106, the National Defense Authorization Act for FY96, approved 12 Feb. 96, made a significant change in the area of military leave. In addition to the traditional 15 days of military leave already available, section 1039 authorizes 44 additional workdays of military leave in a calendar year. This new category of military leave is for use by military technicians only and is for participation in noncombat operations outside the United States, its territories, and possessions. Employees are considered on active duty without pay and receive their base civilian pay for the period of military duty performed. This category of leave is only charged for workdays, no charge is made for weekends, scheduled days off, or holidays. All benefits and entitlements accrue on the military side of the house. This leave is used at the employee's discretion.

19.6. Court Leave:

19.6.1. Career, career conditional, and temporary employees not employed on an intermittent basis are eligible for court leave with pay (no charge to annual leave) when summoned to serve as witnesses in a nonofficial capacity on behalf of a private party in connection with any judicial proceedings to which the United States, the District of Columbia, or a state or local government is a party.

19.6.2. If you are summoned as a witness to testify in an official capacity (that is, called as a witness in the official capacity of a former position held in the Federal service or the position in which you are now serving), you are in an official duty status and entitled to regular compensation without regard to any entitlement to court leave. This includes witness service in an official duty status on behalf of the US Government; on behalf of state or local government; or on behalf of a private party.

19.6.3. Service as a witness for the Federal Government entitles you to reimbursement for travel expenses; however, witness fees will not be paid.

19.6.4. Witness fees can be retained only when you serve as a witness, not in an official capacity, on behalf of a private party (and in this case, annual leave or leave without pay would be taken). In all other instances, you must accept the authorized witness fee and submit the check to your Accounting and Finance Office which will advise whether you are entitled to keep any portion of the fee.

19.6.5. Career, career conditional, and temporary employees not employed on an intermittent basis called for jury duty will be carried on court leave. If so affected, you should ask the clerk of the court for a statement of dates attended to give the supervisor. You must accept the court fees from a state or local court (but not Federal) and submit the check to the Accounting and Finance Officer who will advise as to whether you are entitled to keep any portion of the fee.

19.6.6. When you are called for court service, either as a witness or a juror, the court order, subpoena, or summons should be presented to your supervisor as far in advance as possible.

19.7. Excused Absence:

19.7.1. Excused absences are absences that are not charged to leave and for which the employee receives pay. Instances which warrant consideration as excused absences are as follows:

19.7.1.1. Absences connected with employment such as time required in participating in official meetings.

19.7.1.2. Tardiness. A supervisor may, but is not required to, excuse brief periods of tardiness.

19.7.1.3. Blood Donation. All employees who volunteer as blood donors, without compensation, to the American Red Cross, or other blood banks, or respond to emergency calls for needy individuals will be excused from work without charge to leave. Normally donors will be authorized up to a maximum of 4 hours of excused absence on the day that the blood is donated for travel and recuperative purposes.

19.7.1.4. Time spent in completing medical exams at the request of the employer.

19.7.1.5. When medical treatment is given on the day of an on-the-job injury.

19.7.1.6. Voting. The policy of the U.S. Federal Government regarding absence for voting is to excuse, without loss of pay and without charge to leave, those employees who desire to vote or register in any election or in referendums on a civil matter in their community. As a general rule, where the polls are not open at least 3 hours either before or after an employee's regular hours of work, the employee may be granted an excused absence to vote. This excused absence will permit you to report to work at a time 3 hours after the polls open or to leave work at a time 3 hours before the polls close. This should be determined by the method which would require the least time of excused absence.

19.7.2. Other instances of brief absences from the job may warrant consideration as excused absences depending on the circumstances of the individual case.

20. Civil Service Retirement System (CSRS) For Employees Hired Before 1 January 1984:

20.1. Civilian employees covered by CSRS contribute 7 percent of their pay (7 1/2 percent for law enforcement and firefighter personnel) and the Air Force contributes an equal amount. There is also a thrift savings plan (TSP) available whereby employees covered by CSRS may contribute up to 5 percent of their salary in any or all of the three TSP funds (C, F, and G). An employee may withdraw the TSP contributions in a lump sum plus earnings at time of retirement, upon leaving federal service, or the TSP fund may be used to set up an additional annuity at retirement. Contributions are not considered taxable income at the time they are made. However, withdrawals and annuities are taxable.

20.2. Employees covered by CSRS may retire at the minimum ages with the minimum years of service indicated in Table 2:

Table 2. CSRS Retirement Eligibility Requirements.

TYPE OF RETIREMENT	MINIMUM AGE	MINIMUM SERVICE (YEARS)	SPECIAL REQUIREMENTS
Optional	62	5	None
	60	20	None
	55	30	None
	50	20	Must retire under special provisions for law enforcement and firefighter personnel
*Discontinued Service	Any Age**	25	Agency must be under going a major reduction in-force or reorganization as determined by the Office of Personnel Management.
	50	20	Employee's separation must be involuntary and not for misconduct or delinquency. Agency must be undergoing a major reduction-in-force or reorganization as determined by the Office of Personnel Management.
Disability	Any Age	5	Must be totally disabled for service in the position occupied and all other vacant positions of the same grade or pay for which otherwise qualified.

* An ART officer who is retained under AFRCI 36-201 to attain eligibility for retirement without a reduced annuity, may retire at age 55 with 20 years service under the Discontinued Service provisions described above and authorized by 5 U.S.C. Section 8336.

** Annuity is reduced if under age 55.

Most military service can be creditable for retirement, but in all cases an employee must have had at least 5 years of civilian service to be eligible for retirement. Details regarding computation of employee annuities, survivor annuities, etc., should be obtained from the servicing Civilian Personnel Office.

21. Federal Employees Retirement System (FERS):

21.1. The Social Security amendment of 1983 provided that Federal employees hired on or after 1 January 1984 be covered by Social Security and a supplemental retirement system to be decided on in the future. In 1986 Congress enacted Public Law 99-335 which established the Federal Employees Retirement System (FERS). The new system applies to Federal employees newly hired after 31

December 1983. Employees hired before that date who were covered by the Civil Service Retirement System (CSRS) had the option to transfer to the new system during the July-December 1987 time-frame.

21.2. FERS is a three tiered retirement system which provides for Social Security benefits, a Basic Benefit Plan, and a Thrift Savings Plan. Social Security coverage is the same as for all workers covered under that system. Through 1987, employees contributed 5.7 percent of their salary to Social Security; 1988 and 1989, 6.06 percent; and after 1989 to present, 6.20 percent. During that same period of time, employees contributed the following amounts to the Basic Benefits Plan: 1987, 1.30 percent of their salary; 1988-1989, 0.94 percent; after 1989 to present 0.80 percent. Employees covered by FERS may contribute up to 10 percent of their salary to the Thrift Savings Plan. The government will match employee contributions as indicated in Table 3.

Table 3. Matching TSP Contributions.

EMPLOYEE CONTRIBUTES	GOVERNMENT CONTRIBUTES
0	1% of Pay
First 3% of Pay	\$1.00 For \$1.00
Next 2% of Pay	\$.50 For \$1.00
Next 5% of Pay	None

21.3. The government automatically contributes 1 percent of salary to the TSP for everyone and matches the first 5 percent employees contribute with 4 percent making a total of 5 percent contributions by the government. Employee contributions and government matching contributions may be invested in any or all of the three funds (C, F, and G). TSP contributions are not taxable income at the time they are made. Employees may withdraw their contributions in a lump sum upon retirement or use the fund to set up an additional annuity. Funds may also be withdrawn upon leaving Federal service. Monies received from the fund are taxable at withdrawal or when received as an annuity. Monies in the fund may be rolled-over into an IRA or other company fund if an employee leaves Federal service before retirement eligibility. In this case, the monies received are not taxable at that time.

21.4. The three-tiered system is designed to provide employees an annuity which approximates CSRS benefits. It also provides employees the opportunity to increase their annuities through wise investments of their TSP contributions. There are several retirement options under FERS. The minimum retirement age (MRA) is on a sliding scale ranging from age 55 for employees born before 1948 to age 57 for employees born in 1970 and later. An employee who has the length of service will be eligible for an immediate annuity at the age indicated in Table 4.

Table 4. FERS Retirement Eligibility Requirements.

YEARS OF SERVICE	AGE
5	62
20	60
30	MRA
10	MRA--Annuity is reduced 5 percent for each year under age 62

21.5. An employee who retires before reaching eligibility for social security benefits, usually age 62, may under some circumstances, be entitled to a supplemental benefit from FERS until becoming eligible for social security benefits.

21.6. There are two very important sections of the law which make special provision for ARTs.

21.6.1. 5 U.S.C., Section 8414(c) provides an immediate annuity for a military reserve technician (that is, ART) who, after reaching age 50 with 25 years of creditable service, is separated from civilian employment by reason of ceasing to satisfy the condition of employment that the ART be a member of the Air Force Reserve serving in a specific grade. Also, the supplemental benefit discussed above is payable until age 62.

21.6.2. 5 U.S.C., Section 8456 provides for an immediate annuity for an ART who is separated from civilian service for loss of reserve membership caused by a disability which disqualifies the individual from membership in the reserve or from holding the required military grade, provided the ART cannot be placed in another position, ART or non-ART, for which qualified. Details regarding computation of employee annuities, survivor annuities, etc., should be obtained from the servicing CPO/CPF.

22. Medicare. Federal employees began paying the Medicare hospital insurance tax in 1983. They may become eligible for hospital insurance regardless of whether their service for the Federal government is covered for Social Security purposes or entitled to Social Security benefits.

23. Life and Health Insurance:

23.1. Federal Employees' Group Life Insurance (FEGLI). All air reserve technicians who do not waive coverage are automatically accorded coverage under FEGLI. A new FEGLI program became effective 1 April 1981 which substantially increased the types and amounts of coverage available to eligible employees. There are four types or plans of coverage: Basic Life, Option A-Standard, Option B-Additional, and Option C-Family. An employee must be enrolled in the Basic Life coverage in order to elect any of the options. The employee pays two-thirds of the total cost and the government pays one-third. The employee's cost is 16.5 cents biweekly for each \$1,000.00 of the Basic Insurance Amount. Effective 1 October 1981, employees under age 45 are entitled to additional insurance coverage at no extra cost. For employees at age 35 or under, their Basic Life coverage doubles. For those at age 36 to 45, the "extra benefit" reduces 10 percent each year until, at age 45, there is no extra benefit.

23.1.1. Option A-Standard. If you have enrolled in Basic Life, you may elect Option A-Standard in the amount of \$10,000.00 with an additional \$10,000.00 accidental death and dismemberment

coverage. You pay the full cost of this insurance. The cost depends upon your age and ranges from 40 cents biweekly for employees under 35 to \$7.00 biweekly if you are age 60 or older.

23.1.2. Option B-Additional. You may choose additional coverage equal to one, two, three, four, or five times your annual basic pay (after basic pay is rounded to next higher \$1,000.00). You pay the full cost of this insurance. The cost depends upon your age ranging from 4 cents biweekly per \$1,000.00 of coverage for employees under age 35 to 70 cents per \$1,000.00 for those age 60 and over.

23.1.3. Option C-Family. You may elect Family coverage for eligible family members--\$5,000.00 for your spouse and \$2,500.00 for each dependent child. You pay the full cost of this insurance. The cost covers all eligible family members and depends upon your age ranging from 30 cents biweekly for employees under age 35 to \$2.60 for those age 60 and over. You must be enrolled in Basic Life coverage before you may choose any of the three options. Any or all of the options may be chosen. Contact your servicing CPO/CPF for a copy of RI 76-21, *Description and Certification of Enrollment in the FEGLI Program*, which provides more detailed information about coverage, rates, and benefits accruing from this program.

23.2. Federal Employees Health Benefits Program (FEHB). You are eligible to enroll in one of several plans offered in the FEHB program. The cost of the health benefits program is shared by the employee and the Government. The Government's share of the cost is set by law and is normally equal to 60 percent of the current unweighed average of the high option premiums applicable to self only and self and family enrollments under six selected plans. However, the Government's contribution may not exceed 75 percent of the total enrollment cost under any plan. Information about enrollment procedures, benefits, and costs should be obtained from your servicing CPO/CPF.

24. Compensation for On-The-Job Injuries and Death. The Federal Employees Compensation Act provides compensation and medical care for disability due to personal injuries or death sustained by an employee in a civilian status while in the performance of duty. Benefits include a fixed payment of funeral and burial expenses and compensation for dependents if the injury or occupational disease causes an employee's death. In order for benefits to be paid, you must notify your supervisor of any injury suffered in the performance of duty, no matter how slight. The injury should be reported immediately to your supervisor and first aid obtained as directed. If medical treatment is needed, an order should be issued by your supervisor on appropriate Compensation Act (CA) form for treatment by an authorized physician or hospital, or a duly qualified physician of the employee's choice. Payment may be made for any medical services needed for treatment or to counteract or minimize the effects of any condition, disease, or injury determined to be causally related to employment with the Federal Government. Generally, in cases of total disability, an employee is entitled to compensation equivalent to two-thirds of the weekly salary if there are no dependents, or three-fourths of the salary if there are one or more dependents. The rules regarding payment of compensation for on-the-job injuries and occupational disease are somewhat involved and supervisors and employees should familiarize themselves with the guidance provided by the CPO/CPF. The key to assuring your rights are protected under the law is that all injuries are reported immediately on appropriate CA forms and your supervisor ensures that you are accorded immediate medical treatment when required.

25. Reduction-In-Force. Changes in programs, lack of funds, decreasing work, reorganization, restoration from military services, or the need to place an employee returning from overseas, may require AFRC organizations to have reductions-in-force (RIF). A RIF may require the activity to lay off, reassign, or

demote some of its employees. Standard RIF procedures are established by regulations to assure that the reduction is carried out in a fair and orderly way.

25.1. In a RIF you compete for retention on the basis of four factors:

25.1.1. Type of appointment.

25.1.2. Veteran's preference.

25.1.3. Total length of civilian and creditable military service.

25.1.4. Performance ratings.

25.2. Generally veterans are given higher retention standing than nonveterans. Also, veterans with a compensable service-connected disability of 30 percent or more usually have greater retention than other veterans. For certain retired members of the uniformed services, however, the law withholds veteran's preference in RIF and limits their credit for military service.

25.3. It is Air Force policy that employees whose positions are affected by a RIF will normally be placed in any vacant position in their same grade for which they qualify before they are allowed to displace other employees with lower retention standing. In some instances, qualifications may be waived to place employees in vacant positions.

25.4. Normally you compete for retention only within the base at which you are employed. Each installation has established competitive levels where employees at the same grade that are occupying positions with essentially the same qualification requirements are grouped together. These employees are entered on retention registers using the formula containing the four factors specified above: that is, type of appointment, veteran's preference, length of service, and performance rating. Employees in the kinds of jobs to be affected (for example, GS-3 stenos) are ranked on a retention register in three groups according to type of appointment.

25.4.1. Group 1-With a few exceptions, this includes career employees who are not serving in a probationary period.

25.4.2. Group 2-These are career employees who are serving probationary periods and career conditional employees.

25.4.3. Group 3-These are indefinite employees, term employees, and employees serving under temporary appointment pending establishment of registers.

25.5. Each of these groups is divided into three subgroups: veterans who have a 30 percent compensable disability, other preference veterans, and nonveterans. Within each subgroup, employees are ranked by service date which reflects their total Federal service (civilian and creditable military). Credit for performance is determined by averaging the values of performance ratings (superior 20, excellent 16, fully successful 12) for the employee's last three (most recent) annual performance ratings of record, divided by three, and rounded to the next higher whole number. This number represents additional years for RIF retention purposes.

25.6. Selections of employees to be released from the competitive level begins with the bottom of the retention register, that is, with the employee in the lowest subgroup who has the latest service date. Using an example of GS-12, airplane pilot, Group 3 pilots are released first, then Group 2, then Group 1. Employees with no veteran's preference for RIF are released before employees with veteran's preference in each group. An employee identified for removal from a competitive level may be able to

displace an employee in another competitive level due to length of service or higher retention standing. The base civilian personnel officer has the sole responsibility for making appropriate determinations and taking all necessary actions to effect any RIF according to applicable OPM and Department of the Air Force regulations.

26. Relocation Services (RS) Program. The purpose of the RS program is to minimize the financial impact of permanent change of station (PCS), make transition from the former duty station to the new duty station easier for the employee and the Air Force, and provide an alternative to current direct reimbursement of PCS expenses. All Air Force employees who are selected by an Air Force Career Program for GS-12 and above Air Force Career Program position (including ART Pilot trainees hired at GS-9/11 (target 12), or ART Officer Career Management Program positions are eligible to apply for relocation services. These services are not available for first duty station moves nor moves connected to any military assignment. Through the RS contractor, eligible employees may apply for a home sale, home finding, home marketing, and spouse employment assistance. Only spouse employment assistance expenses are charged to the employee on a nonreimbursable basis if the employee elects this coverage. Employees not covered by the RS program or who decline the RS program will remain eligible for applicable direct reimbursement entitlements for buying and selling a dwelling as authorized in JTR, volume 2, chapter 14, paragraph C14000. For more information on the RS program, see JTR, volume 2, chapter 14.

27. Miscellaneous. There will normally be only one servicing CPO/CPF at each Air Force base and all units on that base are provided civilian personnel servicing by that CPO/CPF. AFRC employees are serviced by approximately 50 CPO/CPFs located throughout the United States. Sixteen of the CPO/CPFs are AFRC-owned and service AFRC bases and activities. The remaining belong to other major commands and to the National Guard Bureau. If you have questions or problems regarding your civilian employment, you should first seek assistance from your immediate supervisor and where required, consult with the base CPO/CPF.

27.1. Employee Records:

27.1.1. Official Personnel Folder (OPF). Several records are kept regarding your employment, the most important of which is your OPF. The OPF is maintained by the servicing CPO/CPF. You should review your OPF periodically to assure currency of information in the file. Information furnished concerning experience and training to supplement original applications should always agree with the original material and should be furnished completely, clearly, and to the best of your ability and knowledge. You may review your OPF in the CPO/CPF. Much of the information (such as experience skill codes, education, etc.) in the OPF is coded into the computerized personnel data system for use in such things as the automated promotion system and Promotion and Placement Referral System (PPRS). This information is printed on a document referred to as a "Career Brief." All employees should review their career briefs with their supervisor, make recommendations for change, sign the final brief, and return it to civilian personnel where it is filed in the OPF. It is important that this employee responsibility be completed carefully and conscientiously.

27.1.2. AF Form 971, **Supervisor's Employee Brief**. Supervisors are required to maintain pertinent information on each supervised employee. This record contains information regarding personnel assignments, training, counseling, etc. Any information on the AF Form 971 should be discussed with you if it relates to your performance or conduct.

27.1.3. Details. A detail exists when you continue in your current status and pay but are temporarily assigned to:

27.1.3.1. Another established position with a higher or lower basic pay rate, or one requiring different qualifications from those now required in your official position assignment.

27.1.3.2. An unestablished position, that is, one whose duties and responsibilities have not been classified and/or the necessary approval for its establishment has not been obtained. This type would be in a different occupational line of work or one that requires different qualifications from those required in your official position.

27.1.3.3. Details are authorized when:

27.1.3.3.1. A temporary shortage of military or civilian personnel exists.

27.1.3.3.2. There is an emergency work situation.

27.1.3.3.3. A new position is being created.

27.1.3.3.4. A personnel action must be taken that requires a time to complete.

27.1.3.4. Procedures for approving and documenting details are discussed in 5 U.S.C., Section 3341. Since there are positive time limits and conditions prescribed, supervisors and employees involved in details should contact their servicing civilian personnel office for assistance.

27.2. Privacy Act/Freedom of Information Act:

27.2.1. The Privacy Act was enacted in December 1974 to provide certain safeguards for individuals against invasion of privacy by limiting and controlling the use of information that Federal agencies collect. The Act, with a few exceptions, applies to all information maintained by the Federal Government that is retrieved by an employee's name or personal identifier, such as the social security number. Under the Act, an employee has the right to:

27.2.1.1. Know what, if any, information an agency has about him or her.

27.2.1.2. Have access to his or her accounting of disclosure records, with certain exceptions.

27.2.1.3. Have access to or obtain a copy of his or her record from the agency.

27.2.1.4. Request any error in his or her systems of records be corrected.

27.2.1.5. File a concise statement of disagreement on any portion of the record he or she disputes if the agency refuses to amend the disputed record.

27.2.1.6. Approve certain disclosures of his or her records to others who would not have access to them otherwise.

27.2.2. The Freedom of Information Act is contained in Public Law 93-502. It provides that all Federal agencies will make their records available to the public when requested unless the records involved fall within one of the law's nine specific exemptions. HQ USAF has published regulations on handling Freedom of Information requests. Familiarization with Air Force procedures and policies for handling such requests is necessary in order to understand responsibilities for disclosing information and in particular to know which levels of authority may deny requests. Denial authority is delegated to specific management/command levels.

27.3. Use of Government Quarters:

27.3.1. Temporary duty (TDY) personnel must use onbase lodging when adequate and available, and must make advance reservations when traveling to an Air Force installation. Lodging provides commercial (contract) offbase lodging for use by official TDY travelers when all onbase quarters are occupied or reserved. If onbase quarters and commercial contract quarters are not available at the TDY location. Lodging issues nonavailability numbers to the TDY traveler.

27.3.2. TDY travelers must include a copy of their onbase lodging receipt for reimbursement on their travel voucher. A copy of the commercial quarters authorization and the hotel bill must be provided for travel reimbursement if contract quarters are used. If lodging issues a nonavailability number, the traveler must annotate the number on their travel voucher and provide a copy of their hotel bill for reimbursement.

27.3.3. Civilian employees on TDY occupying onbase government quarters are authorized limited access to base exchange facilities and other Services activities. Lodging customer service representatives stamp orders at checkin. The member must provide the stamped copy of their TDY orders and their civilian ID card to gain access to these facilities/activities.

27.3.4. Lodging will house USAFR Air Reserve Technicians (ART) in a travel status according to the military grade shown in their travel orders. This is an Air Force determination based on military commitment.

Section C—Military Policies and Benefits for Reservists.

28. Commonly Used Forms:

28.1. AF Form 40A, **Record of Individual Inactive Duty Training**. Used for each unit member in a group of five or less to record training that has been authorized in advance by the commander or the designee. Certification is accomplished by the official who is aware that the training took place. Also used to request excusal from a scheduled training period or to schedule equivalent training with the concurrence of the immediate supervisor and commander or the designee.

28.2. AF Form 3956, **Report of Inactive Duty Training Performance--AGTP/AFTP (USAFR)**. Used by personnel to record flying time performed during periods of inactive duty training. Accomplished and certified by the unit operations officer.

29. ARPC/AFRC Policy and Advisory Council (PAC):

29.1. The Air Reserve Personnel Center/Air Force Reserve Policy and Advisory Council (ARPC/AFRC PAC) was established and approved by the Secretary of the Air Force on 28 April 1970. The council was officially established on 1 July 1970. In 1988 the ANG/USAFR Enlisted Advisory Panel

was combined with the ARPC/AFRC PAC to encompass the wide variety of matters pertaining to the Air Force Reserve.

29.2. The primary purpose of the council is to consider and evaluate items of significant merit and cost effectiveness to HQ USAF/RE for possible consideration and implementation by the Air Reserve Forces Policy Committee. The council considers suggestions from all Air Force personnel relating to improved management, operations, or quality of life in the Air Force Reserve.

29.3. Membership in the PAC consists of 16 voting and 2 non-voting members. Members serve three-year terms, except for the vice-chairperson who serves four. Membership includes:

29.3.1. One chairperson.

29.3.2. One vice-chairperson.

29.3.3. Three officers and three enlisted personnel from the AFRC unit program.

29.3.4. Four individual mobilization augmentees (IMA) Individual Ready Reservists (IRR).

29.3.5. One enlisted statutory tour personnel.

29.3.6. One officer statutory tour personnel.

29.3.7. One base individual mobilization augmentee administrator (BIMAA).

29.3.8. One resident secretary (non-voting).

29.3.9. One coordinator (non-voting).

29.4. The PAC meets annually; however, the chairperson may call special meetings at other times as appropriate. Agenda items should be submitted to HQ ARPC/XPX, 6760 East Irvington Place #7500, Denver CO 80280-7500. Questions concerning the PAC can be answered through HQ ARPC/XPX, DSN 926-6299 or 1-800-525-0102, ext 246.

30. Retirement Facts. The Retired Reserve consists of reservists who are in Retired Reserve status drawing retired pay, reservists eligible for retired pay at age 60, and reservists who will never be eligible for retired pay but meet the minimum requirements for assignment to the Retired Reserve as listed in AFI 36-3203, *Service Requirements*.

30.1. Criteria for Assignment to the Retired Reserve:

30.1.1. Reserve Section ZA. Reserve members who have met the eligibility requirements for retired pay under Title 10, U.S.C. Section 12731, except for attainment of age 60, who:

30.1.1.1. Have completed at least 20 years of satisfactory service.

30.1.1.1.1. Before 1 July 1949, a satisfactory year is any 365 days (not necessarily consecutive) served on active duty and/or as a member of an active reserve component of the armed forces.

30.1.1.1.2. After 1 July 1949, a satisfactory year is one in which the member earned a minimum of 35 points plus 15 membership points during the retirement/retention year.

30.1.1.2. Have performed the last 4 years of qualifying service in a reserve component.

30.1.1.3. If in a reserve component before 16 August 1945, have performed extended active duty:

30.1.1.3.1. After 5 April 1917 and before 12 November 1918, or

30.1.1.3.2. After 8 September 1940 and before 1 January 1947, or

30.1.1.3.3. After 26 June 1950 and before 28 July 1953.

30.1.1.4. Are not entitled to military retired pay under any other provision of law.

30.1.2. Reserve Section ZB. Reserve members drawing retired pay because they have fulfilled the requirements of age and service under 10 U.S.C., Section 12731.

30.1.3. Reserve Section ZC. Reserve members retired for length of service retained on extended active duty with the United States Air Force.

30.1.4. Reserve Section ZD. Retired Regular enlisted members who have completed at least 20 but less than 30 years of service. Such members are discharged from the Retired Reserve upon reaching their 30th year of service.

30.1.5. Reserve Section ZE. Reserve members retired for disability under 10 U.S.C. 1201, 1202, 1204, and 1205.

30.1.6. Reserve Section ZF. Reserve members retired under 10 U.S.C. 8911.

30.1.7. Reserve Section ZG:

30.1.7.1. Reserve members discharged (eligible for retired pay at age 60).

30.1.7.2. Reserve members deceased (who elected Option B under the RCSBP).

30.1.8. Reserve Section ZH. Reserve members who will never be eligible for retired pay, but who have:

30.1.8.1. Completed 20 honorable years of service (honorable service is the time the member had military status and includes active, inactive, regular, and reserve service).

30.1.8.2. Completed 10 or more years of federal commissioned service on extended active duty in the armed forces.

30.1.8.3. Been determined physically disqualified for active duty.

30.1.8.4. Attained age 37 and have:

30.1.8.4.1. Completed at least 8 years of satisfactory service after 1 July 1949.

30.1.8.4.2. Completed at least 8 years of satisfactory service before or after 1 July 1949. However, if any part of the 8 years of satisfactory service is before 1 July 1949, at least 6 months must have been served honorably on active duty in time of war or national emergency.

30.1.8.4.3. Consistently supported the Armed Forces in an outstanding manner and the Secretary of the Air Force determines that such action is warranted.

30.2. Maximum Service or Age. The following officers will be transferred to the Retired Reserve if eligible and apply, or will be discharged:

30.2.1. Reserve officers below the grade of major general not later than the last day of the month in which they become 60 years of age (10 U.S.C. 8843); reserve major generals, age 62 (10 U.S.C. 8844 and 10 U.S.C. 1164); Chief of the National Guard Bureau, adjutants general, age 64 (10 U.S.C. 8845).

30.2.2. Reserve officers in an active status in the grade of lieutenant colonel or below 30 days after they complete 28 years of commissioned service (10 U.S.C. 8848).

30.2.3. Reserve colonels and brigadier generals in an active status 30 days after they complete 30 years of commissioned service or on the fifth anniversary of the effective date of appointment to that grade, whichever is later (10 U.S.C. 8851).

30.2.4. Reserve major generals in an active status 30 days after they complete 35 years of commissioned service or on the fifth anniversary of the effective date of appointment to the grade of major general, whichever is later (10 U.S.C. 14508(b)).

30.2.5. Reserve officers in the grade of first lieutenant through major who have been twice deferred for promotion to the next highest grade, 1 year and 90 days from the date they would have been promoted if they had been selected the first time (10 U.S.C. 8846).

30.2.6. With the exception of officers who have reached maximum age, reserve officers indicated above may be retained provided that:

30.2.6.1. On the day prescribed for separation or release from active status, they have 18 or 19 satisfactory years of service. They may be retained 3 or 2 years, respectively, or until they complete 20 satisfactory years, whichever is earlier (10 U.S.C. 12646).

30.2.6.2. The Secretary of the Air Force approves retention for medical, dental chaplain, nurse, or medical specialist officers who:

30.2.6.2.1. Are assigned training category A, B, or D.

30.2.6.2.2. The unit commander justifies retention and states there are no acceptable replacements,

30.2.6.2.3. It is clearly within the best interest of the Air Force (10 U.S.C. 14703).

30.2.6.3. Reserve officers who are employed as air reserve technicians (ART) may be extended beyond their mandatory separation date under the provisions of AFRCI 36-201, *ART Officer Extensions to Mandatory Separation Date (MSD)*. The conditions under which an extension may be granted and the procedures for requesting an extension are outlined in the instruction. **NOTE:** Such requests for retention may be submitted at any time from the date of appointment.

30.3. How to Apply for Assignment to the Retired Reserve:

30.3.1. Unit assigned personnel will submit AF Form 131, **Application for Transfer to the Retired Reserve**, to their unit of assignment, all others will apply by submitting AF Form 131 to the Air Reserve Personnel Center (ARPC), Retirement Branch (DPAR), 6760 E Irvington PL #1900 Denver CO 80280-1900. All applications should be submitted at least 60 days but no more

than 180 days before effective date desired. Airmen should ensure such application is submitted sufficiently in advance of expiration of term of enlistment to preclude discharge action.

30.3.2. Reservists retiring with 20 years of active duty will submit AF Form 1160, **Military Retirement Actions**, at least 60 days, but not more than 180 days before the effective date of retirement or start date of any terminal leave, which ever occurs earlier. Reservists retired for physical disability under 10 U.S.C. 1201, 1202, 1204, or 1205, or retired under 10 U.S.C. 8911 with 20 years military service (of which at least 10 years was accrued in a commissioned status on active duty) are transferred to the Retired Reserve automatically with retired pay action.

30.4. Retired Grade. The reserve grade held before retirement under 10 U.S.C. 12731 and U.S.C. 8911 is normally the grade in which a reservist is assigned to the Retired Reserve. Secretary of the Air Force (SAF) or designee may retire an officer in a grade lower than the highest grade held when the officer did not hold the higher grade satisfactorily (Reference AFI 36-3203, paragraph 7.5.2). A member of the reserve who has satisfactorily held a higher grade in any branch of the Armed Forces will be assigned to the Retired Reserve in his or her current grade and placed on the USAF Reserve Retired List in the higher grade (10 U.S.C. 12771). Such member will be paid in the highest grade held satisfactorily (10 U.S.C. 12739). An enlisted member of the reserve who has previously held an officer grade satisfactorily will be placed on the USAF Reserve Retired List in that officer grade. He/she will remain in enlisted status in the Retired Reserve; however, he or she may, upon application, be appointed in the Retired Reserve in his or her officer grade. His or her discharge from enlisted status would be one day before this appointment. A reserve commissioned officer who was recommended for promotion and assigned to the Retired Reserve before the promotion became effective because of physical disability or reaching the age or years of service at which retirement or discharge as required by law, will be placed on the USAF Reserve Retired list in the grade for which he or she was recommended. This will not entitle him or her to increased pay or other benefits (10 U.S.C. 12771). Reserve airmen retiring under 10 U.S.C. 8914 are retired in their current grade and will not be advanced to a higher grade as provided for regular airmen.

30.5. Maintenance of Master Personnel Records (MPerR). MPerRs for members who will be eligible for pay at age 60 are maintained at ARPC. MPerRs for members who are drawing retired pay and members who will never be eligible for pay are forwarded to the National Personnel Records Center (NPRC), 9700 Page Avenue, St Louis MO 63132. MPerRs for general officers drawing retired pay are forwarded to the Air Force Personnel Center (AFPC), Randolph AFB TX 78150

30.6. Participation in the Retired Reserve. Members assigned to the Retired Reserve may not participate in any point gaining activities. They may, with the commander's concurrence, participate in inactive duty training on their own initiative provided:

30.6.1. Such training is at no expense to the government.

30.6.2. Members are not entitled to pay or points.

30.6.3. No record of the participation is maintained (AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*).

30.7. Removal from the Retired Reserve. A member of the Retired Reserve may not be voluntarily removed from such status unless:

30.7.1. Transfer to the Retired Reserve was due to a physical disability and the AFRPC Surgeon determines that the physical condition is no longer disqualifying, the member has not received severance pay, and is not entitled to retired pay. Then assignment may be effected to a unit or mobilization augmentee (MA) position if the member is otherwise eligible to participate in reserve activities.

30.7.2. The member is drawing retired pay or is eligible for such pay immediately and the Secretary of the Air Force makes a special finding that the member's services are indispensable. Then assignment may be effected only to a Category A unit or to an IMA position. The unit commander must submit documented justification through channels.

30.7.3. Member transferred to the Retired Reserve for reasons other than a and b above, has not received severance pay, and unusual and unique circumstances exist where the member's services are indispensable as determined by HQ USAF/REP. Then assignment may be effected only to a unit or IMA position (AFI 36-2115, *Assignments Within the Reserve Components*).

30.7.4. An officer, provided he or she is otherwise eligible, may tender his or her resignation and an airman may request discharge (AFI 36-3209, *Separation Procedures for Air National Guard and Air Force Reserve Members*).

30.8. Recall to Active Duty. A Retired Reserve member may be ordered to extended active duty voluntarily at any time that a valid requirement exists for his or her services. Member may not be ordered to active duty involuntarily except in time of war or national emergency as declared by Congress or otherwise authorized by law (10 U.S.C. 10205 and 12309).

30.9. Retired Lists. United States Air Force Reserve Retired List contains the names of those members of the Air Force Reserve who are assigned to the Retired Reserve (10 U.S.C. 12774). United States Air Force Retired List contains the names of all Air Force and Air Force Reserve members who are drawing retired pay.

30.10. Military Title. The correct address for Retired Reserve personnel is "Colonel John D. Doe, USAFR Retired." The correct signature element is: "John D. Doe, Colonel, USAFR Retired."

30.11. Citizen Airman, AFRP 35-2. Citizen Airman magazine is not provided to members of the Retired Reserve but may be purchased from the Superintendent of Documents, P. O. Box 371954, Pittsburgh, PA, 15250-7954.

30.12. Afterburner-USAF News for Retired Personnel (AFRP 36-1). The official bimonthly news publication for USAF retirees receiving retired pay and surviving spouses. Publication contains key Federal and state legislation and other matters of particular concern to Air Force retirees, their survivors, and the communities in which they live. The Air Force Retiree Activities Branch, AFPC, has the responsibility for this publication and its distribution.

30.13. Communications. If retired pay account has been established, (for example, member receives retired pay), contact the Defense Financial and Accounting Service, Cleveland Center/Retired Pay Casualty, 1240 E. 9th Street, Cleveland OH 44199-2055, for inquiries or notification of death of member. Also contact AFPC/DPWCS, Randolph AFB TX 78148-5000, or call during duty hours at 1-800-558-1401; after duty hours at 1-800-433-0048 to report death of a member, if receiving retired pay.

30.14. Servicemen's Group Life Insurance. Contact the Office of Servicemen's Group Life Insurance, 212 Washington Street, Newark NJ 07102, for information regarding Servicemen's Group Life Insurance. Provide a copy of official Notification of Eligibility for Retired Pay at Age 60 as well as a copy of your retirement order.

30.15. Official Notification of Eligibility. Individuals who have completed 20 satisfactory years of service under 10 U.S.C. 12732 and have met all of the requirements except for age for eligibility for retire pay under 10 U.S.C. 12731 will be issued an official letter, Subject Notification of Eligibility for Retired Pay at Age 60 and for Participation in the Reserve Component Survivor Benefit Plan. This notification letter will be issued within 1 year after the individual has met the requirements (10 U.S.C. 12731). Once the official notification letter has been issued, eligibility for retired pay may not be denied or revoked on the basis of any error, miscalculation, misinformation, or administrative determination of years of service performed unless it resulted directly from fraud or misrepresentation (10 U.S.C. 1406). Public Law 95-397, 30 September 1978, as amended by Public Law 96-107, October 1979, provides that individuals, upon receipt of their official notification letter, may participate in the Reserve Component Survivor Benefit Plan (RCSBP) (10 U.S.C. 1448). Election to participate in the RCSBP must be made within 90 days after receipt of RCSBP notification letter.

30.16. Privileges Extended to Members of the Retired Reserve:

30.16.1. Members who are retired but are not eligible for retired pay under 10 U.S.C. 12731 until attainment of age 60:

30.16.1.1. Membership in an open mess, if authorized by the rules of the mess (AFI 34-115, *Air Force Club Program*).

30.16.1.2. Wearing of the uniform on appropriate occasions (AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*).

30.16.1.3. Entitlement to a DD Form 2 RET (Red), **United States Uniform Services Identification Card (Retired)**(AFI 36-3001).

30.16.1.4. Air transportation on a space-available basis by presentation of their official notification letter and DD Form 2 RET (Red). The wearing of the uniform is not required (DoD 4515.13-R, *Air Transportation Eligibility*). Overseas flights are subject to the conditions stipulated in that DoD regulation and should be cleared with the base operations officer. (Before planning any trip, retirees should check with the passenger service office at bases near their homes or overseas departure points for the latest information on the availability of flights and space-available policies.)

30.16.1.5. Full-time coverage under the Servicemen's Group Life Insurance (SGLI) program. Retired members must make application to the office of Servicemen's Group Life Insurance, 212 Washington Street, Newark NJ 07102, and must provide a copy of their official notification letter and retirement order. Premium payments are made to that office. Coverage for retired reservists may continue until receipt of the first increment of retired pay or age 61, whichever occurs earlier (Public Law 93-239).

30.16.1.6. Twelve commissary visits per year.

30.16.1.7. Use of Category C Services facilities including base exchange facilities.

30.16.2. Members who are eligible for retired pay under U.S.C. 112731 and have attained age 60, and members who are eligible for retired pay under 10 U.S.C. 8914 (PL 96-343) and 10 U.S.C. 8911 and eligible to retire at any age.

30.16.2.1. Retired pay (10 U.S.C. 12739).

30.16.2.2. Entitlement to a DD Form 2 SRET, **United States Uniformed Services Identification Card (Retired) (Blue)**(AFI 36-3001, *Issuing and Controlling Identification (ID) Cards*). Identification card may be issued by any Air Force base upon presentation of an authenticated DD Form 1172, **Application for Uniformed Services Identification Card DEERS Enrollment**, on or after individual's 60th birthday. This authorizes the use of:

30.16.2.2.1. Commissary.

30.16.2.2.2. Base Exchange.

30.16.2.2.3. Other Base Privileges.

30.16.2.2.4. Uniformed Services Health Benefits for member and dependents as follows:

30.16.2.2.4.1. Retired members are entitled to the same health benefits in uniformed services facilities as active duty members subject to the availability of space and facilities and capabilities of the professional staff and priorities cited in AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services System (MHSS)*. Dependents of retired members are entitled to care in uniformed services medical facilities subject to the availability of space, facilities, and capabilities of the professional staff. AFR 168-9 gives specific information on individuals entitled to care the range of benefits authorized, and priority for available care of beneficiary category.

30.16.2.2.4.2. Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) until age 65.

30.16.2.2.5. Air transportation on a space-available basis. Accompanied dependents may travel overseas only (DoD 4515.13-R).

30.16.2.3. Public Law 91-425, **Armed Forces-Survivor Benefit Plan**, September 1972, replaced the Retired Servicemen's Family Protection Plan (RSFPP) for reservists. Any RSFPP election previously filed is obsolete for Air Reserve Forces personnel who have a retired pay date on or after 21 September 1972. At the time members apply for retired pay, unless previously covered by RCSBP, they may elect an annuity of a maximum of 55 percent of their retired pay for spouse and/or children. Married members will automatically be covered unless they decline (Public Law 92-125). SBP payments to a surviving spouse will be offset by that portion of the spouse's Social Security survivor payment that is based solely on the deceased retiree's active federal service after 31 December 1956. This amount of offset is determined from the Portion of Social Security benefit entitlement that is attributed to active military service after that date only and is not based on any civilian earnings. In no case will the offset be more than 35 percent. An election of an SBP annuity of 55 percent would guarantee that the surviving spouse would receive at least that 55 percent, even though it may be a combination of SBP and/or Social Security (AFI 36-3006, *Survivor Benefit Plan and Supplemental Survivor Benefit Plan (Active, Guard, Reserve, and Retired)*), and/or Veterans Administration Dependency and Indemnity Compensation (DIC). A member eligible for retired pay under 10

U.S.C. 12731 may elect coverage under both the SBP and survivor benefit coverage under civil service retirement. There is no conflict of interest which would prohibit simultaneous coverage.

30.16.2.4. Wearing of the uniform on appropriate occasions.

30.17. Retired Pay:

30.17.1. Approximately 4 months before the 60th birthday of a member who has met the eligibility requirements for retired pay, ARPC/DPAAR will forward retired pay application forms. An individual who has terminated his or her status with the Air Force Reserve may apply for retired pay if he or she is otherwise eligible but he or she must do so on his or her own initiative.

30.17.2. Retired pay may start on the individual's 60th birthday or any later date desired provided all requirements have been met. The date pay is to begin does not have to be the first of the month as in the case of active duty retired pay (AFI 36-3203, chapter 9).

30.17.3. Retired pay may be estimated on the number of retirement points multiplied by the point value for each point. This is based on the pay scale in effect on the date selected for commencement of retired pay (10 U.S.C. 2739). Longevity credit continues for members of the Retired Reserve until they are in retired pay status (DoD Military Pay and Allowances Entitlements Manual (DODPM, part 1, paragraph 1010e).

30.17.4. No refund of readjustment pay before 15 September 1981 is required for individuals authorized retired pay under 10 U.S.C. 12731. (See Section 638 of Public Law 97-22, Defense Officer Personnel Management Act Technical Corrections Act.)

30.17.5. Civil Service employees who are receiving retired pay under 10 U.S.C. 12731 will not be affected in the crediting of military service under the Civil Service Retirement Law (10 U.S.C. 12736).

30.18. Survivor Benefits:

30.18.1. Survivor benefits may accrue from the Air Force Reserve if death occurs after the member completes 20 satisfactory years of service.

30.18.2. Survivors may qualify for SGLI provided the member had applied for coverage and paid premiums.

30.18.3. Other sources from which benefits might be available are the local office of the Veterans Administration and the Social Security Administration. Survivors should contact the VA and Social Security Administration to determine benefits to which they may be entitled. Benefits are not awarded automatically. All must be applied for or will be lost forever.

30.18.4. Surviving spouses and family members should notify the nearest Air Force facility or AFPC/DPWCS of a retiree's death and to receive information and casualty assistance.

31. Reserve Component Survivor Benefit Plan (RCSBP).

31.1. Public Law 92-25, *Armed Forces Survivor Benefit Plan (SBP)*, enacted on 21 September 1972 replaced the Retired Servicemen's Family Protection Plan (RSFPP) for reservists. Any RSFPP election previously filed is obsolete for Air Reserve Forces personnel who are entitled to receive retired pay on or after 21 September 1972.

31.2. On 1 October 1978, Public Law 95-397 was passed extending the entitlement to participate in the SBP to all individuals who have met the eligibility requirements for retired pay at age 60. This expanded plan is referred to as the Reserve Component Survivor Benefit Plan (RCSBP).

31.3. Annuity Amount-Public Law 99-145, 8 Nov 1985, changed the annuity to a two tier system. The annuity to a beneficiary for a member who completes 20 years of qualifying service for retirement on or after 2 Oct 1985 will be 25 percent of the amount of retired pay designated as the base amount before age 62 and 35 percent at age 62 and thereafter.

31.4. The SBP and RCSBP enable you to provide a monthly annuity to your designated survivors of up to 55 percent of your retired pay. Retirees who have a spouse or dependent children on the effective date of their retired pay are automatically covered by a plan at the maximum survivor benefit level of protection unless a lesser amount has been previously elected. There is no automatic coverage provision for reservists who are not yet 60. If you do not have a spouse or dependent children at the time you are entitled to make an SBP or RCSBP election but later acquire a spouse or children, you may elect SBP or RCSBP coverage for that spouse or children within a year of acquisition.

31.5. The RCSBP enables you to provide a monthly annuity to your designated beneficiary based on an actuarially determined cost. An election to participate in the RCSBP must be received by HQ ARPC/DPAE within 90 days from the date of receipt of the "Notification of Participation in the Reserve Component Survivor Benefit Plan" letter.

31.6. Supplemental SSBP:

31.6.1. The SSBP allows a member to buy a benefit that is added to the 35 percent benefit that SBP pays surviving spouses age 62 or older. Available in increments of 5, 10, 15, or 20 percent of full retired pay. SSBP allows a surviving spouse to receive 40, 45, 50, or 55 percent of the deceased member's retired pay. Social Security benefits are paid in addition to SSBP. The cost of SSBP is based on the member's age at the time the election is effective. The higher the chosen percentage, the higher the premium. SSBP may be purchased only by members who have maximum SBP coverage for a spouse or former spouse, whether existing or new coverage.

31.6.2. The following information will aid you in understanding the plan and making your final decision. It is important to recognize that most decisions are irrevocable. If you have a spouse or dependent children when you become eligible to receive retired pay and elect not to participate, RCSBP coverage cannot be provided at any future time. SBP participation will be provided at age 59 years and 8 months when you apply for retired pay to begin. Consequently, your decision should be considered very carefully.

31.6.2.1. Option A. If you decline to make an election when you are initially eligible, you will have another opportunity shortly before age 60 to elect coverage effective on your 60th birthday. It is important for Reserve members to understand that declining to make an election when first eligible under the RCSBP, or failure to return the election forms within 90 days of initial receipt of notification of eligibility letter, will result in the member being considered as having deferred the RCSBP election until age 60. Another opportunity will not be available to make an RCSBP election until 4 months before the date you are eligible to retire and start receiving retirement pay. Should you die before attaining age 60, your survivors will not be entitled to receive any annuity from the military when you would have attained age 60.

31.6.2.2. Option B. Allows you to elect coverage to provide an annuity beginning on your 60th birthday, should you die before attaining age 60, or on the day after your date of death, should you die after attaining age 60.

31.6.2.3. Option C. Allows you to elect coverage to provide an annuity beginning on the day after your date of death, whether before or after age 60.

31.6.3. Eligibility for Reserve Component Survivor Benefit Plan (RCSBP) or the Active Duty Survivor Benefit Plan (SBP) for USAFR Members On or Called to Active Duty. You are eligible to elect RCSBP coverage under this program as a reservist eligible by law for Reserve retired pay at age 60. If you complete 20 years of active duty and all other requirements for active duty retirement under another provision of law, RCSBP coverage under the Reserve program ceases. You will be eligible to elect the Active Duty Survivor Benefit Plan (SBP) coverage as an active duty retiree and the cost of SBP will then be based on that election. There will be no cost to you for the previous RCSBP coverage under the Reserve program.

31.6.4. Application. The application for RCSBP is forwarded to the individual by certified mail. At that time, an individual may elect either full or partial coverage for spouse and/or children, former spouse and/or children, full coverage for a person with an insurable interest, or to decline participation. The election must be returned within 90 days of the date of receipt of the official notification of eligibility. Failure to return the election indicates you wish to defer making your election until age 60. If you decline coverage upon initial eligibility, another election will be forwarded to you approximately 4 months before the effective date of retired pay. If a married individual fails to submit the second election (age 60), by law the cost of maximum SBP participation will automatically be withheld from the monthly retired pay.

31.6.5. Custodian of SBP or RCSBP Election. The custodian of the SBP or RCSBP election before the individual's 60th birthday is ARPC/DPAE, 6760 E Irvington PL, Denver CO 80280-1900. Upon receipt of retired pay at age 60, the SBP or RCSBP election is maintained at the Defense Finance and Accounting Service, Cleveland Center, 1240 E 9th ST, Cleveland OH 44199-2055.

31.6.6. Coverage for a Spouse. The basic coverage provided under the plan is for an individual's spouse.

31.6.6.1. Eligibility. The spouse is an eligible beneficiary under the plan if:

31.6.6.1.1. Married to the individual on the eligibility date and married to the individual at time of death.

31.6.6.1.2. Marries the individual after the eligibility date and is married for one or more years before the death of the individual (RCSBP coverage must be elected within 1 year following date of marriage).

31.6.6.1.3. Marries the individual after the eligibility date and a child is born of that marriage who is living at birth (birth of a child should be reported to the custodian of your RCSBP election within 1 year of birth).

31.6.6.2. Definition of Base Amount. Both the cost to the individual of providing survivor benefit coverage for a spouse and the level of survivor annuity to the spouse under the plan are based on a portion of retired pay called the base amount. The base amount is designated by the individual and can be any amount of retired pay above a minimum and up to the full amount of

retired pay. The minimum base amount which can be designated is \$300.00. If the individual's retired pay is less than \$300.00, then the full retired pay must be designated as the base amount. The cost of coverage before age 60 under the RCSBP is not payable until such time as the individual receives retired pay. It is important to recognize that once an election to cover a spouse is made, the election is irrevocable after the period of eligibility expires. Cost terminates only following the loss of the spouse or beneficiary by death or divorce.

31.6.6.3. Cost to the Individual. If an individual defers making an election until age 60 (Option A), and at that time elects to participate in the SBP, the monthly cost to be deducted from the individual's retired pay will be determined as follows. If retired pay is less than \$902.00, then cost is 1 1/2 percent of the first \$421.00 plus 10 percent of the remainder. If pay is over \$902.00, cost is a flat 6 1/2 percent of pay. If coverage by an individual who was not yet age 60 is elected, there will be an actuarially determined cost for the RCSBP coverage.

31.6.6.4. Benefit to the Spouse. The survivor benefit annuity payable to a spouse/former spouse upon the death of the individual will be equal to 55 percent of the base amount, reduced by an additional amount (actually determined) for coverage before the member's age 60 if such coverage was elected. Although this gross amount is guaranteed to the surviving spouse, it may flow from more than one source, such as Social Security benefits, Veterans Administration Dependency and Indemnity Compensation (DIC), as well as RCSBP. If the member lives to age 60, the spouse's future benefit will be determined based on the annuity tables in effect on the day that the member reached age 60.

31.6.7. Coverage for Children. Children may also be covered under the RCSBP. Coverage may be provided for children even if no coverage is provided for the spouse/former spouse.

31.6.7.1. Eligibility. Children are eligible beneficiaries under the plan if:

31.6.7.1.1. They are unmarried.

31.6.7.1.2. Under age 18.

31.6.7.1.3. Between ages 18 and 22 if in school.

31.6.7.1.4. Over age 18 and disabled because of a disability incurred before age 18 or because of a disability incurred between ages 18 and 22 if in school.

31.6.7.2. Cost to the Individual. The cost of the children's provision will be actually determined-based on the age of the youngest child and the member's age at the time of the election. The cost of child only coverage before age 60 under the RCSBP is not payable until the individual receives retired pay. If the individual lives to age 60, the cost table in effect at that time will determine the cost to the member. If the child dies while still an eligible beneficiary, there is no further reduction in the member's retired pay. Otherwise, the reduction is permanent. If the member elects to cover spouse/former spouse and children, the cost is the same for spouse only, except if the spouse becomes ineligible, all costs revert to the same as if Child Only coverage had been chosen (even if the child is no longer an eligible beneficiary).

31.6.7.3. Benefit to the Children:

31.6.7.3.1. If the individual elects coverage for spouse/former spouse and children the summary provided will be paid to the spouse. Upon death or remarriage of the spouse before age 55, the annuity will be paid to the surviving eligible children (under age 18 or

22 if in school). At no time will both spouse/former spouse and children draw an annuity.

31.6.7.3.2. If the individual elects coverage for children only, they will receive the full amount of the annuity. There is no offset for Social Security or DIC.

31.6.7.3.3. If the member lives to age 60, the child's future benefit will be determined based on the tables in effect on the day that the member reached age 60.

31.6.7.3.4. If the member dies before age 60 and had elected child coverage Option B or C, the child's annuity is calculated using the table in effect on the date the annuity should commence. If immediate annuity, Option C, was chosen, the table in effect at the time of member's death would be used. If a deferred annuity, Option B, was chosen, the table in effect on the 60th anniversary of the member's birth would be used.

31.6.8. Coverage for a Person With an Insurable Interest: If there is no eligible spouse or child at time of eligibility to participate in the plan, the individual may elect to provide survivor protection to a person with an insurable interest. If a spouse or child is later acquired, the individual may change election to provide coverage for the spouse or child; however, the individual must notify the custodian of the RCSBP election within 1 year of acquisition.

31.6.8.1. Eligibility. A person with an insurable interest may be eligible for coverage if the individual names this person during the 90 day eligibility period. This person may be any close relative, such as a child, brother, sister, or dependent parent. Generally anyone who could expect financial gain from the continuance of the individual's life may be designated as a person with an insurable interest. The custodian of the RCSBP election will review the designation and decide on the acceptability of the proposed beneficiary and contact the individual directly should additional documentation be required.

31.6.8.2. Base Amount. The base amount for a person with an insurable interest must equal the full amount of retired pay.

31.6.8.3. Cost to the Individual:

31.6.8.3.1. The cost of the insurable interest provision will be actuarially determined based on the age of the member and the age of the person with an insurable interest at the time of the election. An insurable interest election for a beneficiary who is not your former spouse can be canceled at anytime. However, there will be a cost for life.

31.6.8.3.2. The cost of Insurable Interest Coverage under RCSBP is not payable until the member receives retired pay. If the member lives to age 60, the cost table in effect at that time will determine the cost to the member. If the insurable interest person dies, there is no further reduction in the member's retired pay.

31.6.9. Benefit to a Person with an Insurable Interest. If the member lives to age 60, the future annuity to the insurable interest person will be determined based on the table in effect on the day that the member reached age 60. If the member dies before age 60, and has elected insurable interest coverage, Option B or C, the annuity will be based on the table in effect on the date the annuity should commence. If immediate annuity, Option C, was chosen, the annuity will be based on the table in effect on the date of the member's death and the base pay would be the same as if the member became age 60 on the date of death. If deferred annuity, Option B, was chosen, the annuity will be based on the table in effect on the 60th anniversary of the member's birth.

31.6.10. Consumer Price Index (CPI) Adjustment. The base amount is CPI adjusted by the same percentage as military retired pay.

31.6.10.1. Cost of SBP or RCSBP coverage to the retiree is recalculated based on the new base amount after each CPI increase.

31.6.10.2. Survivor benefits are also CPI adjusted. The full amount of the benefit is CPI adjusted and increased by the dollar amount.

31.6.11. State Estate Tax Laws. Certain states require the annuity to the surviving beneficiary be included for estate tax purposes. You should check your state's estate tax laws to determine if your state has this requirement.

31.6.12. Internal Revenue Service (IRS) Ruling. Based on a determination by the IRS:

31.6.12.1. The amounts withheld from an individual's retired pay for SBP or RCSBP coverage are excluded from gross income for Federal income tax purposes.

31.6.12.2. The annuity to the surviving beneficiary at the time of the individual's death is not subject to inclusion for Federal estate tax purposes.

31.6.12.3. The monthly annuity paid to the beneficiary is subject to inclusion in gross income for Federal income tax purposes.

31.6.13. SBP or RCSBP Offset for DIC Payments. The SBP or RCSBP annuity to a spouse will be reduced by any amount the spouse receives as Dependency and Indemnity Compensation (DIC). Your spouse will be eligible for DIC payments only if you die of a service connected cause as a result of serving on active duty or active duty for training, or from an injury which happens while you are on inactive duty training or while traveling directly to or from such duty. DIC amounts are based on the pay grade at the time of your death. The cost you paid for any SBP or RCSBP benefit your spouse does not receive because of DIC payments will be refunded to your spouse. If your SBP or RCSBP beneficiary is not your spouse, no SBP or RCSBP annuity reduction is made, even if the beneficiary is also eligible for DIC payments. The SBP or RCSBP spouse annuity reductions for DIC payments are made because both Federal program and the Government pays part of the cost. When considering SBP or RCSBP elections and possible annuity reductions, the important point to consider is that you are leaving your beneficiary a permanent income based on your retired pay, regardless of whether this income flows from more than one source. The combined income amount will always be at least equal to the full amount otherwise payable under SBP or RCSBP.

31.6.14. SBP or RCSBP Versus Civil Service Survivor Benefits. An individual who is eligible for retired pay under Title 10, United States Code, Section 12731 and elects survivor benefit coverage under the SBP or RCSBP may also elect survivor benefit coverage from his or her civil service retirement income. There is no conflict of interest which would prohibit the election of survivor benefit coverage from reserve retirement and civil service retirement simultaneously.

31.6.15. Official Notification of Reduced SBP or RCSBP Coverage. The law requires that a spouse concur if the individual elects less than full RCSBP coverage or elects coverage for children and not the spouse.

31.6.16. Application for Annuity. The designated beneficiary must apply for his or her annuity. The necessary forms and the procedures required can be obtained from the custodian of the SBP or RCSBP election at the time of the individual's death.

32. Title 10 U.S.C. 10211 Statutory Tour Officer Program. Title 10 U.S.C. 10211 provides for the EAD appointment of highly qualified ANGUS and USAFR officers to advise and assist the active force regarding the unique characteristics and capabilities of the ANG and USAFR. The primary purpose of these officer personnel is to participate in preparing, reviewing, and administering the policies and regulations affecting the Reserve components. The majority of duties performed must be directly related to ANGUS and USAFR affairs. To be eligible for assignment to these positions, an applicant must:

32.1. Possess a Reserve of the Air Force appointment and be a member of a Ready Reserve section of ANGUS or USAFR.

32.2. Meet the physical qualifications outlined in AFI 48-123, *Medical Examinations and Standards*.

32.3. Have completed or be enrolled in a professional military education (PME) course commensurate with the officer's grade.

32.4. Not have failed selection for permanent promotion.

32.5. Have completed 5 years of Federal commissioned service. In addition, ANGUS and USAFR officers must have served at least 3 years in the ANGUS or in the Ready Reserve Section of the USAFR respectively. Career Reserve status officers on EAD must have at least 3 years of recent experience dealing directly with ANGUS or USAFR matters.

32.6. Be able to complete a full 4-year tour.

32.7. Not be a member of the USAF Retired List or the USAF Reserve Retired List. Eligible officers may apply by submitting an application and an AF Form 125, **Application for Extended Active Duty with the United States Air Force**, according to AFI 36-2116, *Extended Active Duty for Reserve Component Officers*. Immediate commanders will endorse application recommending approval or disapproval. USAFR officers must submit applications to ARPC/DPRO, Denver CO 80280-1900 with an information copy to AF/REPS Washington DC 20330-5440.

33. Title 10 U.S.C. 12301 Statutory Tours. AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers*, outlines the purpose of voluntary entry on EAD of ANGUS and USAFR officers to help meet active force requirements for trained, career-oriented Reserve officers in needed grades and skills. To be eligible for EAD an applicant must be an ARF officer and must meet the eligibility criteria and policies of AFI 36-2008.

33.1. Voluntary Entry on EAD of Line of the Air Force Officers. Title 10 U.S.C. 12301.

33.2. Medical and Dental Corps Officers, Title 50 U.S.C. App 454.

33.3. Graduates of AFFECT. Title 50 U.S.C. App 456.

34. Title 10 U.S.C. 12310 Statutory Tour Program:

34.1. Title 10 U.S.C. 12310 is the authority for the voluntary ordering to extended active duty(EAD) of Air Force Reserve members to assist in organizing, administering, recruiting, instructing, and training of USAFR components. Duties performed must be directly related to USAFR affairs or in the

manning of the Air Force Reserve. These active duty tours are funded under Reserve Personnel Appropriations (RPA).

34.2. Based upon availability, qualifications, and performance, only USAFR officers and airmen serving in the Selective Reserve section of the Ready Reserve will be considered for assignment to these duties. Officers and airmen on EAD are not eligible for assignment under this regulation. The normal tour of active duty is 4 years; however, tours of lesser periods may be approved.

34.3. The process of nominating and selecting eligible officers and airmen for statutory tours must evaluate the individual's overall experience, previous levels of duty, and appropriate skills to adequately perform the duties of the position. In addition, to be eligible for assignment to these positions, applicants must:

34.3.1. Be a USAFR member of the selected Reserve for not less than 1 year immediately before the effective date of the tour.

34.3.2. Possess the grade and skill level of the authorized position. (A waiver may be granted to assign two grades lower than the position authorization).

34.3.3. Have retainability to complete the tour of active duty. Applicant must reenlist or extend before being ordered to active duty.

34.3.4. Be available for active duty within 30 days of notification of approval.

34.3.5. Meet the physical qualifications outlined in AFI 48-123, attachment 3. In addition to the requirements noted in a through d above, there are additional requirements for officers and airmen assigned to USAFR recruiting positions.

34.3.6. Not be a member of the USAF retired list or the USAF Reserve retired list.

34.4. These requirements are contained in AFI 36-2115, chapter 3, which authorized statutory tours. Eligible officers and airmen may apply for a statutory tour when position vacancies are announced. HQ USAF/REPS is the agency responsible for releasing information about vacant officer statutory tour positions. HQ AFRC/DPMF is the agency responsible for releasing information about enlisted statutory tour positions.

35. Title 10 U.S.C. 12301 Voluntary Extended Active Duty (EAD) for USAFR and ANGUS Airmen:

35.1. The Air Force must keep a resource by primary Air Force specialty codes (PAFSC) and grades to offset any regular Air Force shortages of trained airmen. The Air Reserve Forces (ARF) which is composed of all units, organizations, and members of the Air National Guard of the United States (ANGUS) and the United States Air Force Reserve (USAFR) has such a source of readily available personnel trained in the skills that are needed in the regular Air Force. The goal of the EAD program is to match the desires of the Reserve airman with the needs of the regular Air Force. Qualified airmen are considered only if they have a PAFSC and grade for which an active duty (AD) requirement has been announced by Headquarters Air Force Personnel Center (HQ AFPC). Reserve airmen are voluntarily called to EAD in some AFSCs and grades against temporary requirements. This occurs when there is a shortage of these skills in the active force.

35.2. A Reserve airman assigned to a USAFR unit who is applying for EAD must get the unit commander's recommendation for conditional release. This must then be approved by Headquarters Air Force Personnel Center.

36. Officer and Airmen Classification.

36.1. The purpose of the military personnel classification system is to identify duties and tasks for every position needed to accomplish the Air Force Mission. The system also identifies the qualifications and abilities of each Air Force member in relation to position and skill requirements. Effective personnel utilization requires the placement of personnel in manpower positions consistent with requirements, grade, and individual skill level.

36.2. Commanders are responsible for the proper use of personnel. They ensure that personnel are assigned to authorized positions consistent with requirements and individual grades and skill levels. Only under unusual or emergency conditions should a member be directed to perform duty in other than an awarded AFSC. In addition, commanders are responsible for determining specific duties and tasks of each position and for identifying each position with an Air Force Specialty.

36.3. Both commanders and supervisors review and evaluate job proficiently and skill qualifications of each individual under their control and supervision. They also initiate requests to identify and document individual qualifications in personnel records. They ensure that members are provided adequate skill progression training.

36.4. A member's career progression is directly related to the amount of personal effort made to gain and keep specialty qualification. Accordingly, specialty knowledge and proficiently are primarily the responsibility of each individual.

36.5. Several programs that blend specialty training with academic pursuits are available through Base Education Service Centers (for example, Community College of the Air Force (CCAF). Members are encouraged to use every opportunity to enhance their technical, military, and professional qualities.

37. ROPMA Promotions-Mandatory and Position Vacancy:

37.1. Introduction. This information has been prepared to familiarize Reserve officers with the Reserve of the Air Force officer promotion system. Since selection for promotion is one of the most important factors in the individual reservist's career, it is essential that information be available on the subject. Information on the program and actions individuals can take to increase their chances for selection are included. Action Officer: Promotion/Secretariat Division, HQ ARPC/DPJA, 6760 E. Irvington PL #2000, Denver CO 80280-1900, DSN: 926-6398, Commercial: (303) 676-6398, Toll Free: 800-525-0102, ext 280 or 281.

37.2. Reserve of the Air Force Promotions. Reserve promotion boards are tasked to identify those officers who have demonstrated the potential to serve successfully in the next higher grade. Promotions are not rewards for long and faithful service-they are based on demonstrated potential.

37.3. Authority. The Reserve officer promotion system is based on the Reserve Officers' Personnel Management Act (ROPMA) enacted by the Congress of the United States as part of the Fiscal 1995 Defense Appropriations Act. Promotions are made under the authority of Title 10, U.S.C. AFI 36-2504, *Officer Promotions for the Reserves of the Air Force*, is the governing directive which implements the statutory guidance.

37.4. Definitions:

37.4.1. Best Qualified. Under the best qualified method of selection, the eligible officers compete among themselves against a specific ceiling. Within the established ceiling, the best of the total group of eligibles can be identified for advancement. A board that uses the best qualified method may only recommend those officers that it also considers as fully qualified. Therefore, they may select less than the established ceiling.

37.4.2. Promotion Service Date (PSD). The date of rank for permanent Reserve grade. This date is adjusted when an officer below the grade of lieutenant colonel is deferred for promotion or when an officer of any grade is removed from active Reserve status and assigned to the Inactive Status List Reserve Section (ISLRS) or has a civilian break in service. The PSD is one of the basic promotion eligibility criteria.

37.4.3. Total Years Service Date (TYSD). The date an individual was appointed as an officer in the Armed Forces. Constructive credit can be awarded when computing this date based on education, training, and experience, and may be adjusted to reflect a break in commissioned status. TYSD is another criterion used to determine eligibility for mandatory promotion consideration. Under ROPMA TYSD as used to determine promotion eligibility will be phased out over a 5 year period, 1 Oct 96-30 Sep 2001.

37.5. Promotion Management. The structure of the Air Force is like that of many other organizations and forms a pyramid. This pyramid is influenced by promotion flow into each grade and the attrition from each grade. The pyramid rises from a broad base of junior officers to a relatively small number of officers in top management. Each officer will have the same opportunity as his or her contemporaries to reach the top.

37.6. Rates of Progression:

37.6.1. A successful promotion program should provide for an officer to remain in each grade long enough to gain experience but not long enough to lose interest and initiative. An officer must remain in grade for a sufficient time to accumulate a record of performance that a selection board may review for promotion to the next higher grade. It must provide for an officer to advance to senior managerial positions while he or she is still young enough to meet the physical and mental demands of these positions. It must provide for the identification and accelerated advancement of the outstanding officer and for elimination of the least qualified.

37.6.2. The following are phase points for mandatory and position vacancy promotion consideration:

37.6.2.1. Mandatory Consideration Table 5 contains mandatory requirements.

Table 5. Mandatory Consideration.

FOR PROMOTION TO	YEARS OF PROMOTION SERVICE	TOTAL YEARS SERVICE**
1st Lt	2	NA
Captain	5	7
Major	7	14
Lt Col	7	21
Colonel	3*	Not Applicable

NOTES: * As of 30 September of the calendar year in which the board convenes.

** Years in service (Total Years Service Date (TYSD) phased out during the ROPMA transition period 1 Oct 96 - 30 Sep 2001.

37.6.2.2. Position Vacancy Consideration. There is no position vacancy program for promotion to colonel. The years of promotion service are computed from the PSD. The promotion service requirement reflected in Table 6 must be met by the last day of the month before the month the selection board convenes.

Table 6. Promotion Service Requirement.

FOR PROMOTION TO	YEARS OF PROMOTION SERVICE
Captain	2
Major	4
Lt Col	4

37.7. Eligibility Criteria:

37.7.1. Mandatory Consideration:

37.7.1.1. Be a Reserve officer not on extended active duty (EAD) assigned to an active Reserve section, a Reserve officer serving a statutory tour on EAD, or an Air National Guard officer. Promotion of Air National Guard officers to the grade of colonel is the responsibility of the Air National Guard Records Center (ANGRC).

37.7.1.2. Be in an active status at least 1 year before the convening date of the selection board. Active status is defined as assignment to any Reserve section other than ISLRS and the Retired Reserve.

37.7.1.3. Meet the promotion service and total years service requirements in "Mandatory Consideration" paragraph 37.6.2.1.

NOTE:

Mandatory selection boards for all grades below Colonel have an "up or out" provision. An officer will be considered two times for promotion to each grade; and, if he or she is not selected, he or she must be

discharged from the Air Force Reserve or transferred to the Retired Reserve, if eligible, one year and 90 days from the date member would have been promoted by the first board.

37.7.2. Colonel Overall Vacancy Board. In the case of Lieutenant Colonel to Colonel, an officer may be considered as many times as eligible. If he or she is not selected to the grade of Colonel by the time he or she completes 28 years of service, he or she must be separated or transferred to the Retired Reserve. An officer promoted to Colonel must separate/retire upon completion of 30 years service or 5 years from his or her date of rank as Colonel, whichever occurs later.

37.7.3. Position Vacancy Promotion. Position vacancy selection boards are convened in conjunction with mandatory boards for the same grade. To be eligible, the officer must:

37.7.3.1. Have an outstanding record.

37.7.3.2. Be assigned to an Air Force Reserve unit or individual mobilization augmentee position, statutory tour officers (STO) Program, or a combination of both, during the year immediately preceding the date the board convenes.

37.7.3.3. Be well qualified and be assigned to a higher grade position when nominated.

37.7.3.4. Meet the promotion service requirement under "Position Vacancy Consideration", paragraph 37.6.2.2.

37.7.3.5. Be recommended by the senior rater having the vacancy through channels to ARPC for consideration by the board.

37.7.4. Promotion of USAFR Statutory-Tour Officers Serving in a Higher Grade. This program provides for officers in the grade of First Lieutenant, Captain, or Major, serving on EAD under 10 U.S.C. 10211 or 12310, and who are assigned to a higher grade position to be considered for promotion before the mandatory phase points of ROPMA. A statutory tour officer (STO) must be assigned to a higher graded position when nominated and continuously assigned to a unit, IMA, STO, or a combination of these positions during the year immediately preceding the date the board convenes.

37.7.5. Effective Dates for Promotion. The effective date for unit vacancy promotions to the grade of Captain through Lieutenant Colonel will be the public release date for that particular board. The date of rank will be the date the board adjourned. The effective date for promotion for those considered by mandatory selection boards will be the date the individual completes both the required promotion service and total years service (Lieutenant Colonels selected for promotion to Colonel will be promoted in monthly increments as vacancies occur).

37.8. Promotion Selection Rate. Promotion selection rate is defined as the number of selections for promotion versus the number considered.

37.9. The Whole-Person Concept:

37.9.1. Officers are evaluated using the "whole-person concept."

37.9.2. The "whole-person concept" is defined as including the factors listed in Table 7. The order in which they are listed is not intended to imply a priority. Board members are told that they may make use of other factors as long as they feel these factors are indicative of future success and are documented in the selection folder.

Table 7. Whole Person Concept Factors.

FACTOR	REVIEW	CONSIDER
Performance	OPR	How did the member accomplish it?
Breadth of Experience	Where/What/When	Job diversification. At what levels has member gained staff experience?
Job Responsibility	Scope/Exposure	Job Progression. Has it inched steadily? Is it commensurate with member's grade?
Professional Competence	Expertise of Specialist	Job Knowledge. Versatility and depth. Is member "The Authority"?
Combat 7 Specific Achievements	Awards/Decorations/OPRs	Specific accomplishments. What does the narrative in the OPR say?
Education	Level/Utilization	Academic and Professional Military Education. What level of education member attained? How education enhances potential for future utilization in the Air Force.
Leadership	Staff/Command	Does member seek positions of responsibility? Does member lead or follow? Is he or she a self starter? Maturity of judgment.
Civilian Skills	OPR	What skills has member developed in his or her civilian job? Does member's civilian job relate to Reserve position? Could these civilian skills be readily used in the Air Force?
Participation	Point Record	Is member active and consistent? Does member participate more than the minimum required? Has member tried to make himself or herself available for special tours, etc?

37.9.3. At this point, you are probably thinking of other items that are important in the promotion process. They certainly have not been discounted because they are not presented. As mentioned previously, these factors have emerged over the years as those that promotion boards normally consider most important. Assuredly, others are considered and their importance depends upon the judgment of the board members and the competitiveness of individual records coming before the

board. The more competitive the records, the more important individual discriminators become. Don't be misled. No one factor operates in a vacuum. It's the combination of factors, the whole record, which comprises the "whole person." It's the "whole person" that is considered for promotion. The important question is: How does an individual measure up as the "whole person?" The answer to that question will determine how well the individual does in the promotion process.

37.9.4. Complacency may be an officer's own worst enemy. Don't rest on the laurels of past success. Get out and do the something "extra" to make your performance and your record stand out from that of your contemporaries.

37.10. Help Yourself. Correct and up-to-date personnel records are a key factor in selection for promotion, assignment, and training and as such, not only deserve, but demand your personal attention.

37.10.1. With the extensive information now maintained on officers in the Personnel Data System, one might conclude that "Personnel" knows everything about you and what you do. It is not always so. That is the very reason for record reviews. It is Personnel's way of saying to you, "This is the information that we have-please tell us what's wrong and give us any other information we need but do not have. " In a way, it is your bank account reconciliation." The account balance is the information which is maintained and used to either send you to school, select you for promotion, or assign you where your qualifications are best suited for the job, as well as for the career broadening experience. When your "balance" and ours are not reconciled, your opportunities for further professional education, promotion, or selective assignment are diminished. Review your record and keep it current.

37.10.2. Other areas where you may help are:

37.10.2.1. If you are a rating official, make sure all OPRs are prepared and forwarded on time.

37.10.2.2. If you are due an OPR, check to make sure it is prepared and submitted on time.

37.10.2.3. Make sure your Reserve participation points are forwarded for posting on your master record.

37.10.2.4. Write a personal letter to the board president if you desire to call attention to any matter your consider important to your consideration.

37.10.2.5. Plan your military career and take advantage of training programs offered to the reservist.

37.10.3. It is not too difficult to see that we are interested in efficient operations and have a big stake in assuring that correct data is maintained. One of the most efficient ways of assuring that our data is correct is to enlist your support. Your frequent contact with your MPF to ensure that data reflected in your personnel record is correct is to your benefit.

37.11. Personal Memorandum to Selection Board (AFI 36-2504). Officers being considered by a mandatory promotion board may submit a personal memorandum to the selection board. Memorandums should be addressed to President, FY_____ Reserve (Grade) Selection Board, Air Reserve Personnel Center/DPJA, 6760 E. Irvington PL #1900, Denver CO 80280-1900

37.11.1. A memorandum may be considered by a selection board only if received by the time the board convenes. Some guidelines for preparation of your memorandum are:

37.11.1.1. Do not criticize any officer or reflect on the character, conduct, or motives of that

officer.

37.11.1.2. Do not ask questions in your memorandum.

37.11.1.3. Do not have another individual submit a memorandum on your behalf. Only your memorandum may be considered by the selection board.

37.11.1.4. Do not have any attachments to your memorandum, but be prepared to support the information provided in your memorandum. Attachments will be removed and will not be provided to the board.

37.11.1.5. Do make your memorandum brief with clear, concise and factual statements.

37.11.1.6. Do explain, rebut, refute, or mitigate matters which are in your record, if appropriate. You may also want to explain your current Reserve status or any periods of inactive status.

37.11.2. All memorandums are reviewed before inclusion in the selection folder. Those not meeting the requirements of AFI 36-2504 are returned to the individual, as are those received after the board convenes.

37.11.3. Memorandums that are included in your selection folder will not be returned to you unless you request that they be returned and provide a self-addressed, stamped, envelope. Subsequent to the board, all other memorandums will be destroyed

37.11.4. Submit a memorandum if you desire, but keep in mind that your selection folder already contains documents reflecting points earned, effectiveness and training reports, computer printout, approved citations for decorations, and a selection brief.

37.12. Official Selection Folder:

37.12.1. The documents that board members use in their consideration are referred to collectively as the officer selection folder. The contents of the selection folder and the control of documents which are made available to the board members are carefully monitored to provide each officer equitable consideration. Documents appropriate for placement in the selection folder are identified in AFI 36-2608, *Military Personnel Records System*, and are as follows:

37.12.1.1. Selection brief (including participation and point information).

37.12.1.2. Officer Effectiveness and Training Reports (AF Forms 77, **Supplemental Evaluation Sheet, 475, Education/Training Report, 707A, Field Grade Officer Performance Report, 707B, Company Grade Officer Performance Report** (Reports from other armed services are included, when received). Reports voided by the Air Force Board for the Correction of Military Records are removed from the folder.

37.12.1.3. Approved citations or orders for decorations.

37.12.1.4. Personal memorandum to the selection board.

37.12.1.5. Court-martial orders containing or reflecting approved findings of guilty; promulgating the results of affirming action; announcing the mitigation, suspension, remission, or action of suspension; orders pertaining to the exercise of clemency; and others setting aside the case entirely. Documents will be removed when the officer receives a promotion or destroyed when entire case is set aside.

37.12.1.6. Memorandums pertaining to nonattendance/ineligibility to attend professional military school.

37.12.2. Each officer may review his or her selection folder at the Air Reserve Personnel Center. If the folder is incomplete or contains incorrect information, the officer should take action to have it corrected. AFI 36-2401, *Correcting Officer and Enlisted Evaluation Reports*, provides a means of contesting an effectiveness of training report and having it removed from the folder or of removing an incorrect or unfairly prejudicial comment. Headquarters United States Air Force does not have administrative authority to reverse the decisions of duly constituted selection boards. The only recourse available to officers who believe that they have suffered an injustice is provided in AFI 36-2603, *Air Force Board for Corrections of Military Records*.

37.12.3. Copies of pertinent documents from the selection folder or any master personnel file document may be obtained from ARPC/DSFSB.

37.13. Corrections of Military Records:

37.13.1. As provided by law, the Secretary of the Air Force, acting on the recommendation of a board of Air Force civilians, can change a military record when considered necessary to correct an error or remove an injustice. Procedures governing corrections are provided in AFI 36-2603.

37.13.2. The Air Force Board reviews approximately 6,000 applicants annually. Cases considered by the board include every type of military related problem, including change of discharge, disability retirement, removal or voiding effectiveness reports, removal of promotion deferrals, establishing effective dates of promotions, etc.

37.13.3. The board reviews each application and may authorize a hearing, recommend that the record be corrected without a hearing, or deny application without a hearing. The application may be denied administratively when it is determined that all administrative remedies have not been exhausted.

38. USAFR Airmen Promotions:

38.1. The United States Air Force Reserve seeks to keep a level of grades and skills needed to make sure that national emergency needs are met. To keep needed levels, the best promotion opportunity is given to Reserve airmen who show potential for more responsibility. Promotions are made to meet USAFR needs for specific grades within career fields.

38.2. Airmen ordered to initial active duty for training (IADT) are promoted to airman when they complete basic military training (BMT) and 6 months of service. Satisfactory years service for promotion begins on the date airmen enter their IADT tour. Airmen, under certain conditions after enlistment, may be promoted to airman before entry into BMT.

38.3. The wing/detached group commander is the promotion authority to grades senior master sergeant and chief master sergeant. Commanders of the immediate unit of assignment, including squadron and flights, are the promotion authority to grades airman through master sergeant. HQ AFRC, ARPC, and MAJCOM of each assignment are the promotion authorities for Individual Mobilization Augmentees (IMA) assigned to their respective commands.

38.4. To be eligible for promotion, USAFR members must take an active and satisfactory part in the Reserve program. To be a satisfactory participant, the airman must meet the training requirements shown in AFMAN 36-8001. In a nonpay program, reservists must also accrue 50 retirement points in

the retirement or retention year before they are submitted for promotion. Airmen must meet the following eligibility requirements:

38.4.1. Unit Vacancy Promotions-airmen are promoted based on being assigned to a higher grade position;

38.4.2. Be recommended for promotion.

38.5. Air reserve technician (ART) airmen are authorized unit vacancy promotions only if they occupy both the civilian and the corresponding military position. ART airmen are not promoted based on non-ART authorized slots. ARTs are also authorized promotions under the USAFR Promotion Enhancement Program (PEP). The PEP is designed to promote USAF Reserve outstanding and well-deserving personnel one grade over the UMD position to which assigned which includes those airmen blocked for promotion under the Unit Vacancy Program in grades staff sergeant through senior master sergeant. Promotions are based on USAFR needs for specific grades. Promotion cycles will be twice a year during April and October. Promotion quotas will be established and controlled by HQ USAF/RE.

38.6. To be promoted under either of these programs, an airman must be:

38.6.1. A satisfactory participant as outlined in AFMAN 36-8001.

38.6.2. Meet eligibility requirements as outlined in AFI 36-2502, table 4.2.

38.6.3. Meet the weight standards prescribed in AFI 40-502, *The Weight Management Program*.

38.6.4. Be recommended by unit commander or designated representative.

38.7. AFI 36-2502, *Airman Promotion Program*, is the governing authority for Air Force reservists promotions.

39. Benefits and Entitlements of Air Force Reservists:

39.1. Reservists are eligible for numerous benefits and entitlements based on their Reserve membership. These benefits can usually be divided into four major areas:

39.1.1. Benefits for inactive duty training.

39.1.2. Active duty and active duty for training.

39.1.3. Retired reservists not receiving retired pay.

39.1.4. Retired reservists receiving retired pay.

39.2. Servicemen's Group Life Insurance (SGLI):

39.2.1. Public Law 104-106, 10 Feb 96, increased the Servicemen's Group Life Insurance (SGLI) coverage to a maximum of \$200,000.00 effective 1 April 1996. Members are eligible for either full-time or part-time SGLI coverage based on their Reserve assignments. The automatic enrollment provision will remain at \$200,000.00 for all new eligibles to the program with an option to elect less than that amount.

39.2.2. Members of the Ready Reserve assigned to Category A units, including air reserve technicians, are automatically provided with \$200,000.00 SGLI coverage, unless member elects a lesser amount or declines coverage in writing. Insurance is available only in \$10,000.00 increments up to a maximum of \$200,000.00 as authorized by law. Coverage is full-time, 24 hours a day. Cost is

\$0.90 (ninety cents) per \$10,000 coverage per month. Maximum coverage of \$200,000.00 is \$18.00 monthly. A deduction in reserve pay is made for each month a member is insured.

39.2.3. Members who qualify for full-time coverage and who request assignments to the retired reserve upon completion of 20 satisfactory years of reserve service for retirement may combine their SGLI coverage provided that premiums and necessary information is furnished to the Office of Servicemen's Group Life Insurance (OSGLI), 213 Washington Street, Newark NJ 07102 within 120 days following assignment to the retired reserve. Coverage expires at age 61 or on receipt of retired pay, whichever is sooner.

39.3. Space Available Transportation:

39.3.1. Active status USAFR members (those members who actively participate for pay and/or points in the Air Force Reserve) are permitted to travel by air transportation on a space-available basis when travel is not for personal gain or in connection with business enterprises of their employment, and a completed DD Form 1853, **Authentication of Reserve Status for Travel Eligibility**, is in their possession. In addition, the wearing of the uniform is optional, unless required by DOD 4500.54G, United States Foreign Clearance Guide, (FCG) or the Services Directives. If a member chooses to wear the uniform, it must be the Class A for Air Force members. Member must present their (DD Form 2AF) (Reserve) (**Red Armed Forces of the United States Geneva Convention Identification Card**). Active status USAFR members are not allowed to be accompanied by dependents while traveling space available.

39.3.2. USAFR members on active duty or extended active duty traveling under official PCS orders or temporary duty (TDY) and temporary active duty (TAD) orders, and when performing inactive duty or active duty for training with or without pay are allowed to travel space required rather than space available.

39.3.3. Active status USAFR members are authorized travel between the CONUS and overseas by DoD-owned or controlled aircraft while traveling between Alaska, Hawaii, Puerto Rico, Virgin Islands or Guam and American Samoa within the CONUS and within and between overseas areas while traveling within Alaska, Hawaii, Puerto Rico, the Virgin Islands and American Samoa.

39.3.4. In addition, USAFR members who have received official notification of retirement eligibility, but have not reached the mandatory retirement age (60), upon presentation DD Form 2 AF (Res) (Red) and notice of retirement eligibility. Assignments to a Transfer Between Reserve Categories, Discharge from Reserve Status, Transfer to the Retired Reserve and Notification of Eligibility for Retired Pay, are authorized the same space available travel privileges of active status members. Wearing of the uniform is not required.

39.3.5. Retired military members issued DD Form 2 (Blue), **United States Uniformed Services Identification Card**, and eligible to receive retired or retainer pay are eligible for space available travel. The only acceptable identification card for the retiree is the DD Form 2 (Blue). This establishes eligibility for space-available transportation. Retired officers presenting their identification cards with the letters "EROL" in lieu of service/Social Security Number have been retired for physical disability and also are eligible for space-available transportation. To obtain transportation, retired personnel and accompanying dependents will present their identification cards. Accompanied dependents may travel overseas only.

39.3.6. Before planning any space-available trip, retirees should check with the passenger service office at bases near their homes or overseas departure points for the latest information on the availability of flights and space-available policies.

39.3.7. When traveling to some areas overseas, retired members may be required to have a State Department passport or a foreign visa. Also, in some parts of the world, a traveler must carry a current international immunization record (yellow card).

39.4. Commissary Privileges. All selected reservists are issued a commissary privilege card valid for 12 days of commissary usage each calendar year. Also, commissary privileges are authorized during any period of active duty of any kind for 1 day or more. In addition to the use of Air Force commissaries, members and their dependents are authorized to use any commissary (in the continental United States) within the Department of Defense operated by other military services.

39.5. Military Exchanges. Unlimited exchange privileges are authorized for all reservists who perform inactive duty training. Dependents of Reserve members may be admitted to exchange facilities and may shop unaccompanied by the member upon presentation of identification such as a driver's license, social security card, or DD Form 1173-1, **Department of Defense (DOD) Guard and Reserve Family Member Identification Card**. Table 8 lists benefits for Reservists during inactive duty training, active duty and active duty for training, retired not receiving retirement pay, and retired receiving retirement pay. Information is provided as a quick reference guide only. Members desiring additional information should contact their MPF.

Table 8. Reservists Benefits.

Benefit	Inactive Duty Training (IDT)	Active Duty for TNG/Active Duty (ADT/AD)	Retired Reserve (Not Receiving Retirement Pay)	Retired Reserve (Receiving Retirement Pay)
Pay and Allowances	Basic pay only	Basic pay, BAS BAQ, (Pay Only) special pay if auth	No	Yes
Exchanges	Yes	Yes	Yes	Yes
Commissary	Limited (12 days per year)	Yes (active duty of any kind for 1 day or more)	Limited (12 days per year)	Yes
Retirement Points	1 per tng period (Max 60 per yr)	1 per day (Max 365/366 per yr)	No	No
Space Available Travel	CONUS/Hawaii/Alaska/Puerto Rico/Virgin Is/Guam/American Samoa	CONUS/Hawaii/Alaska/Puerto Rico/Virgin Is/Guam/American Samoa	CONUS/Hawaii/Alaska/Puerto Rico/Virgin Is/Guam/American Samoa	Worldwide with Dependents
Off/NCO Club	Yes	Yes	Yes	Yes
Military Clothing Store	Yes	Yes	Yes	Yes
Legal Assistance	Limited	Yes	No	Yes
Retention of Commission (Officers)	Yes	Yes	Yes	Yes
Transient Billeting	Yes	Yes	If available	If available
Military Postal Facilities	No	Yes	No	Yes (CONUS)
Military Recreation Facilities	Yes	Yes	Yes	Yes
Burial Flag	Yes	Yes	Yes (If VA Eligible)	Yes (If VA Eligible)
Post/Base Facilities	Limited	Yes	No	Yes
Wearing of Uniform	As Required	As Required	On Appropriate Occasions	On Appropriate Occasions

Benefit	Inactive Duty Training (IDT)	Active Duty for TNG/Active Duty (ADT/AD)	Retired Reserve (Not Receiving Retirement Pay)	Retired Reserve (Receiving Retirement Pay)
Official Library	Yes	Yes	Yes	Yes
Military Affiliate Radio Service	Yes	Yes	Yes	Yes
Military Red Cross Assistance	No	Yes	No	No
Base/Post Theater	Yes	Yes	Yes	Yes
Military Burial Assistance	Yes	Yes	No	No
Military Death Gratuity	Yes	Yes	No	No
Dental	Yes (Emergency Dental)	Yes	No	Yes
Military Medical	Yes (Injury medical) No (Disease Medical)	Yes	No	Yes (space available)
CHAMPUS	No	Yes (If ordered to AD or ADT for more than 30 days) Eligible Dependents	No	Yes Until age 65
CHAMPUS	No	Yes (If member dies while ordered to AD or ADT for 30 Days or less) Eligible Dependents	No	No
SGLI	Yes	Yes	Yes (Must pay premium)	No
Reserve Component Survivor Benefit Plan (RCSBP)	Yes-With 20 Years satisfactory service, if selected	Yes-With 20 Years satisfactory service, if selected	Yes-With 20 Years satisfactory service, if selected	Yes Automatic with 20 years satisfactory service, if not declined

Benefit	Inactive Duty Training (IDT)	Active Duty for TNG/Active Duty (ADT/AD)	Retired Reserve (Not Receiving Retirement Pay)	Retired Reserve (Receiving Retirement Pay)
*Identification Card - See Note.	DD Form 2 AF (Reserve)(Red) DD Form 1173 USIP Eligible dependents when authorized	DD Form 2AF (Reserve)(Red) DD Form 2AF (Green) As Authorized	DD Form 2AF (Reserve)(Red)	DD Form 2 (Retired) (Blue)Self DD Form 1173 USIP Eligible dependents

NOTE: AFI 36-2001 authorizes the issue of DD Form 1173-1, **Department of Defense Guard and Reserve Family Member Identification Card**, to the spouse or other responsible dependents 10 years of age or older of Air Reserve Forces personnel who possess DD Form 2AF (Res)(Red) Identification card. This ID card is used for identification purposes only and does not authorize any benefit entitlements.

40. Air Force Suggestion and Awards Program:

40.1. According to Title 10, U.S.C. 1124, as amended by Public Law 96-527, Section 772, 15 December 1980, military members are eligible to receive cash awards for suggestions, inventions, and scientific achievements. AFI 38-401 outlines the Air Force Suggestion and Awards Program.

40.2. The Air Force encourages voluntary participation in improving the efficiency, economy, and effectiveness of Air Force, Department of Defense (DoD), and Federal Government operations. Under the Air Force Suggestion Program, awards are based on the merits of the contribution and benefits accruing without regard to political affiliation, union membership, affiliation, or participation, race, color, religion, sex, marital status, national origin, physical handicap, or age. Recognition for resulting improvements and benefits may be a cash award, noncash award, or an honorary award.

40.3. Why the Program is Essential. The objectives of the suggestion program are to:

40.3.1. Motivate military and civilian personnel to suggest practical ways to increase effectiveness and efficiency in the Air Force, the Department of Defense, and in other Federal Government operations.

40.3.2. Improve morale by providing an opportunity for members and employees to take part voluntarily in the management of the Air Force.

40.3.3. Provide a channel for communications between management and personnel.

40.3.4. Foster and maintain an atmosphere where imagination, creativity, and innovations may flourish.

40.3.5. Recognize all eligible persons who improve government operations promptly and equitably.

40.4. With continued emphasis on curtailing waste in government, and the more efficient use of manpower, equipment, and resources, the Air Force encourages all USAFR members at every level to participate in the program.

41. Participation requirements and point credit for training/ pay categories are listed in Table 9.

Table 9. Participation Requirements and Point Credits for Training/Pay Categories.

	ESTIMATED YEARLY POINTS
Participation for Category A - Members of units organized to serve as units or selected mobilization augmentees if mobilized who must accomplish the following training:	
Two days per month--IDT counts as four training periods; one training period--4 hours.	48
Annual Training (AT): Not less than 14 days excluding travel time (each day counts as 1 day of active duty).	14
*Plus membership	15
TOTAL	77
Participation for Category B - Program whereby reservists serve as individuals assigned to a unit (Active or Reserve) with the training requirements listed below:	
One day per month--IDT (weekday/weekend, where training capability exists) counts as two Training Periods; one Training Period 4 hours.	24
Annual Training (AT): 12 to 14 days excluding travel time (each day counts as 1 day of active duty).	12-14
Plus membership	15
TOTAL	51-53
Participation for Category D - Program whereby reservists do not have a monthly training requirement but serve the training listed below:	
No IDT for pay--point credit only. Annual Training (each day counts as 1 day of active duty).	12-14
Plus membership.	15
TOTAL	27-29

Participation for Category H - Reinforcement Designees who receive "Points Only" for training. No pay is authorized. One point is credited for a training session of normally 4 but not less than 2 hours.	
No more than two points each day may be awarded for 8 hours or more	
Plus membership.	15
Correspondence course - each course has a specific number of points. Courses must be completed to receive credit. 3 course hours.	1
Man-days are active duty days excluding annual tour and school tours.	
RPS tours are limited to a maximum of 139 days without a waiver, including travel days and accrued leave used. School tour days, annual tour days and MPA tour days are excluded and do not count towards the 139 day limitation.	

42. Physical Examination Requirements and Physical Condition. Reservists must notify the MPF of unit of assignment of any change in physical condition which would affect their availability in the event of a mobilization or an active duty tour.

42.1. Reservists not on flying status are required to undergo periodic medical examinations within 8 months preceding the last day of the birth month at ages 27, 31, 35, 39, 42, 45, 48, 50, 52, 54, 56, 58, 60, and annually above age 60. All other officers and airmen on flying status, performing hazardous duty, and certain other specified duties are required to undergo physical examinations as specified in AFI 48-123.

42.2. Even though you are notified when physicals are due, it is your responsibility to ensure that all medical examination requirements are accomplished in a timely manner.

42.3. According to AFI 48-123, a reservist who fails to provide medical information upon request is not considered medically qualified for continued military service and is to be reassigned or discharged according to current directives.

43. Pay and Allowances of Reservists While Disabled. Air Force Reserve members serving with pay, who are disabled while performing reserve training, are entitled to incapacitation pay under the following conditions: (DODI 1241.1, *Reserve Incapacitation Benefits*).

43.1. If a member is incapacitated in the line of duty because of disease/injury while serving on active duty tours for any period of time, or while performing authorized travel to or from such duty or training (for the purpose of medical and incapacitation entitlements, a member is considered in a travel status upon departing residence with the intention of going directly to the place where ordered to perform duty and terminates upon direct return to residence upon completion of the tour of duty).

43.2. If a member is incapacitated in the line of duty because of disease or injury while ordered to temporary duty for physical examination incident to an active duty assignment and is disabled while traveling to or from the temporary duty station;

43.2.1. Then the member is entitled to active duty pay and allowances until the orders terminate. If incapacitation continues beyond the termination of orders, or if there is a subsequent recurrence of this incapacitation, and the member is unfit to perform normal military duty per medical authority, entitlement exists to active duty pay and allowances and medical benefits commensurate with the regular forces.

43.2.2. Member is also entitled to hospitalization, rehospitalization, and medical and surgical care in a hospital or at home. Entitlements exist only until the incapacitation cannot be materially improved by further hospitalization or treatment. Member is also entitled to necessary transportation to the hospital and return home.

43.2.3. Entitlement to active duty pay and allowances and medical benefits commensurate with the regular forces is not affected by resumption of normal civilian occupation, including Government civilian occupation.

43.2.4. Failure of the member to provide current and sufficient information as established by administrative instructions of the service concerned may result in the discontinuance of incapacitation pay.

43.2.5. Member doesn't accrue regular leave while receiving incapacitation pay beyond the effective date of orders calling the member to active duty. Therefore, the member is not entitled to lump-sum leave payment unless otherwise entitled to such payment, pursuant to the ordered period of active duty. A member may be granted sick (convalescent) leave incident to treatment for the incapacitation. Pay and allowances continue in effect during periods of such leave. At the expiration of sick (convalescent) leave, the member is entitled to the credit of leave rations.

43.3. An Air Force Reserve member serving with pay, who is incapacitated in the line of duty because of disease or injury while performing inactive duty training (including additional flying training periods), is entitled to inactive duty pay for the day member is disabled. If incapacitation continues beyond the inactive duty training date, or if there is a subsequent recurrence of this incapacitation, and the member is unfit to perform normal military duty per medical authority, entitlement exists to active duty pay and allowances and medical benefits commensurate with the regular forces subject to the following conditions:

43.3.1. Member is also entitled to hospitalization, rehospitalization, and medical and surgical care in a hospital or at home. Entitlements exist only until the incapacitation cannot be materially improved by further hospitalization or treatment.

43.3.2. Entitlement to active duty pay and allowances and medical benefits commensurate with the regular forces is not affected by resumption of normal civilian occupation, including Government civilian occupation.

43.3.3. Failure of the member to provide current and sufficient information as established by administrative regulations of the service concerned may result in the discontinuance of incapacitation pay.

43.3.4. Member is also entitled to necessary transportation to the hospital and return home. The term "hospitalization or rehospitalization" is meant to include periods of incapacitation while under medical treatment in an outpatient status. (See paragraph 43.4.3).

43.4. Termination of Pay and Allowances. A member's entitlement to pay and allowances while incapacitated terminates upon:

43.4.1. Retirement.

43.4.2. Separation for physical disability.

43.4.3. Determination by proper authority that the member has recovered sufficiently to perform normal military duties, or when actually restored to normal military duties, whichever occurs first. A member may not postpone the service examination necessary for preparation of a required medical certificate in order to extend the period of entitlement to continuation of pay and allowances authorized while incapacitated from disease or injury in line of duty.

43.4.4. Discharge from the Reserve component.

43.4.5. Day of release from hospital plus authorized travel time to home, provided member is released as fit for military duty.

NOTE:

DODI 1241.1 covers pay and allowances of reserve members performing duties without pay who are incapacitated in the line of duty due to injury or disease.

44. Reservists' Reemployment Rights and the Uniformed Services Employment and Reemployment Act (USERRA) of 1994:

44.1. Introduction. In the 1940 congressional hearings on a peacetime draft, Senator Thomas of Utah stated: "If it is constitutional to require a man to serve in the armed forces, it is not unreasonable to require the employers of such men to rehire them upon the completion of their service, since the lives and property of the employers as well as everyone else in the United States are defended by such service." This is the basis upon which reemployment rights and job protection for reservists is based. Reemployment rights statute was originally codified as Chapter 43 of Part III of Title 38, U.S.C. On 14 May 1976 it was further amended to provide full reemployment rights and benefits to any member of a reserve component who is ordered to active duty for not more than 90 days under Section 673b of Title 10 U.S.C. Then, on 13 October 1994, Public Law 103-353, Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) was signed into law. This new law completely rewrites Chapter 43 of Title 38, U.S.C., governing the rights of employees who perform military duty. Your reemployment rights are governed by this new public law.

44.2. Coverage. The new law covers persons who perform duty in the "uniformed services." This includes not only the armed forces but also the National Guard when engaged in active duty for training, inactive duty, or full-time National Guard duty, and the commissioned corps of the Public Health Service. In addition, all employees except those serving in positions where there is "no reasonable expectation that employment will continue indefinitely or for a significant period" are covered. In determining an employee's entitlement to protection under the law, the timing, frequency, duration, and nature of the duty performed is not an issue so long as the employee gave proper notice and did not exceed the time limits specified.

44.3. Maximum Cumulative Period of Service. For the first time, the law makes clear that it is intended to protect the job rights of noncareer service persons. Accordingly, the law generally establishes a 5-year cumulative total on military service with a single employer (in this case, the Federal Government), with certain exceptions allowed for call-ups during emergencies, for Reserve drills and annually scheduled active duty for training, etc. Service that a person performed before starting Federal civilian employment does not count toward the 5-year total.

44.4. Advance Notice Required. For the first time, the new law specifically requires that the employer be given advance notice of military duty, either by the employee or an appropriate military officer. The notice may be written or oral. If notice is not given, restoration rights may be denied. (No notice is required if military necessity prevents it or giving notice is otherwise impossible or unreasonable).

44.5. Restoration Rights. The new law accords restoration rights based on the duration of military service rather than the type of military duty performed (for example, active duty for training, inactive duty, etc.). This is a more rational and equitable approach in that both the employee and the agency are primarily affected by the length of the absence, not the type of duty performed.

44.5.1. Thus, under the new law, if the period of military service was for:

44.5.1.1. Less than 91 days the employee must be placed in the position for which qualified that he or she would have attained had their employment not been interrupted.

44.5.1.2. More than 90 days the employee has the same restoration rights as above except that the employee can also be placed in a position of like seniority, status, and pay.

44.5.2. In either case, the employee can be returned to the position the employee left only if he or she is not qualified to perform the position to which they would otherwise be entitled after reasonable efforts by the agency to qualify the employee.

44.6. If the employee has incurred a service-connected disability and thereby cannot qualify for the position to which he or she would otherwise be entitled after reasonable efforts by the agency to qualify him or her, the employee is entitled to be placed in a position of like seniority, status, and pay, if qualified, or in a position that affords the nearest approximation thereof if not qualified, consistent with the circumstances in each case.

44.7. While absent on military service, an employee is deemed to be on a furlough or leave of absence and is entitled to all the rights, benefits (other than seniority) normally given to other employees on a leave of absence. Upon reemployment, the employee is credited with all the seniority and any other rights and benefits that would have accrued had he or she not been absent.

44.8. Upon reemployment, an employee is protected from discharge (except for cause) for a period of:

44.8.1. 1 year if the military service was for more than 180 days.

44.8.2. 180 days if the military service was for more than 30 days, but less than 181 days.

NOTE:

For this purpose, RIF is not considered to be "for cause." This means the employee would be protected in the event of a RIF.

44.9. Reporting For Duty:

44.9.1. An employee who has been absent for less than 31 days (including for purposes of an exam to determine fitness) is expected to report for duty at the beginning of the first full work day on the first full calendar day following the completion of service and the expiration of 8 hours after a period allowing for the safe travel to the person's residence, or as soon as possible after the expiration of the 8-hour period if the person is prevented from reporting through no fault of their own.

44.9.1.1. An employee whose service was for more than 30 days but less than 181 days must submit an application for reemployment no later than 14 days after the completion of service.

44.9.1.2. An employee whose service was for more than 180 days must submit an application for reemployment no later than 90 days after the completion of service.

44.9.2. If the employee does not return when required, the agency cannot deny restoration rights on this basis, but may treat the failure to report as it would any other unexcused absence.

44.10. Benefit Changes Under USERRA. With the implementation of USERRA, the duty status of the employee when performing military duty will be Leave Without Pay Uniformed Services (LWOP US) unless the employee chooses to be separated (Separated US). Regardless of the status chosen by the employee, upon exercise of restoration rights the employee is treated as if he or she never left. The following is guidance on the changes to benefits and leave implemented by USERRA for Federal civilian employees when performing military duty in either a LWOP US or Separation US status:

44.10.1. Federal Employees Group Life Insurance (FEGLI). FEGLI continues without cost to the employee (basic and all forms of optional) for up to 12 months while in a LWOP US or Separation US status. At the end of the 12 months, the coverage terminates with a 31-days extension of coverage to allow the employee to convert to a nongroup policy.

44.10.2. Federal Employees Health Benefits Program (FEHBP). FEHBP may be continued for 18 months by employees who leave their federal civilian position to enter on active duty tours for more than 30 days. The first 12 months employee pays his or her normal premium. The next 6 months employee pays 102 percent of the premium (that is, the employee's share, plus the government's share, plus a 2 percent administrative charge). Upon termination of coverage at the end of the 18-month period, the employee is entitled to a 31-day extension of coverage during which the employee may convert to a nongroup policy.

44.10.3. Thrift Savings Plan (TSP). Employees who are either separated or placed in a nonpay status to perform military service may make up contributions to the TSP missed to perform the military service upon exercise of restoration rights. The employing agency may impose limits on the maximum amount of time during which an employee can make up the missed contributions. This maximum can be no less than two times and no more than four times the number of pay periods that were covered by the period of missed contributions. The employee is allowed to contribute the maximum amount he or she would have been allowed to contribute, subject to the statutory maximum. The statutory limit is set by the Internal Revenue Service (IRS) annually.

44.10.4. Retirement:

44.10.4.1. If the Federal civilian employee chooses to be placed on LWOP US when entering on military duty, the following rules apply:

44.10.4.1.1. The employee continues to be covered by their retirement system (CSRS or FERS). If the employee dies, death benefits will be paid as if the employee had been in a civilian duty status. An employee may make deposits for prior military service during his or her military tour of duty. Deposits for the military tour the employee is currently on may not be made until the tour is complete.

44.10.4.1.2. If an employee is covered by FERS or CSRS on or after 1 Oct 82, deposits for military service are required in order to receive credit for post-1956 military service for any purpose (that is, eligibility for an annuity and computation purposes).

44.10.4.1.3. For those employees covered by CSRS before 1 Oct 82, a deposit for military service is required in order to avoid a reduction in the annuity at age 62, if they are entitled to Social Security benefits at that time.

44.10.4.2. If the Federal civilian employee chooses to be Separated US when entering on military duty, the following rules apply:

44.10.4.2.1. A separation from a civilian position to enter the armed forces is treated the same as any other separation from Federal service. If an employee separates prior to attaining eligibility for an immediate annuity, he or she cannot retire during the period of separation.

44.10.4.2.1.1. Addition, in the event of death while separated, survivor benefits are not payable to any eligible spouse and/or children.

44.10.4.2.1.2. Military deposits may not be made during a period of separation.

44.10.4.2.2. Employees who separate from their civilian position to enter military service are entitled to be restored to their civilian position upon termination of military service if:

44.10.4.2.2.1. They are honorably discharged;

44.10.4.2.2.2. The period of service does not exceed 5 years; and

44.10.4.2.2.3. The individual exercises his or her restoration rights within 90 days of separating from military service.

44.10.4.2.3. Upon exercise of restoration rights, an employee may make deposits for creditable military service.

44.11. Enforcement Provisions:

44.11.1. For the first time, the Department of Labor's Veterans' Employment and Training Service (VETS) is directly involved, by law, in the restoration of Federal employees performing military duty. The law requires Labor to provide employment and reemployment assistance to any Federal employee or applicant who requests it. However, employees are encouraged to first attempt to resolve a problem at the employer-employee level. Often, a calm, objective discussion can reveal solutions through give and take and cooperation. If that fails, the unit commander should be consulted. Since the commander has a vested interest in the problem, he or she may be able to explain the situation or suggest compromises which will satisfy both the reservist's and employer's needs.

44.11.2. Employers and reservists with specific questions about their rights and obligations under the new law have several options. They can contact the U.S. Department of Labor, Veterans'

Employment and Training Service in their home state or call 1-800-442-2VET, or call the National Committee for Employer Support of the Guard and Reserve at 1-800-336-4590.

45. Air Force Reserve Funding Responsibility for Lodging Service Charges and Contract Quarters:

45.1. Funding responsibility for service charges and contract quarters varies with the status in which reservists perform duty, that is, whether the reservist is a unit assigned member or an individual mobilization augmentee, and whether the reservist is:

45.1.1. On active duty (MPA) Special Tour Man-days).

45.1.2. Active duty for training (RPA man-day Special Tour-School Tour, and annual training).

45.1.3. Inactive duty training (UTAs, AFTPs, etc., also financed by RPA).

45.2. Lodging activities should not require payment of service charges by members eligible for occupancy of quarters at government expense, that is, inactive duty training, annual tours, etc. If a member is erroneously charged, even though not personally and individually liable, reimbursement may be made on DD Form 1351-2, **Travel Voucher or Subvoucher**, citing the same funds that would have been charged had a billing been proceeded as prescribed by AFMAN 34-247, *Air Force Lodging Program Management*, attachment 4. The lodging receipt, or the contract quarters authorization letter and hotel receipt must be submitted with the voucher to substantiate use of government quarters.

45.3. Funding responsibility for lodging charges rests with the Air Force Reserve, whether reimbursed to the member or provided by the Reserve unit. This is applicable when a member is on active duty for training or inactive duty training.

45.4. Cost for government lodging (on-base or contract quarters) for AFRC bases and tenant units which are chargeable to unit O&M funds are identified to one central responsibility center/cost center (RC/CC) under the predominate (mission) program element code (PEC), broken out by element of expense investment code (EEIC) (59220 for on-base, 59222 for contract quarters), regardless of the member's unit of assignment.

45.5. Since reservists perform duty in different circumstances, and lodging payment procedures vary depending on type of duty status, each situation must be addressed separately.

45.6. During MPA Special Tours the reservist is normally in a TDY per diem status. When government lodging (on-base or contract quarters) is used or when nonavailability numbers are issued by Lodging, the reservist pays the service charge and claims reimbursement on his or her travel voucher (AFI 34-246, *Air Force Lodging Program*, Table 3, AFMAN 34-247, attachment 4). The active duty unit using the reservist finances the per diem expense which reflects lodging costs and any applicable service charge (AFI 65-601, Volume 1, *Budget Guidance and Procedures*, chapter 15, AFR 177-103, *Travel Transactions at Base Level*, paragraph 20-17b, and AFMAN 36-8001.

45.7. Active Duty for Training During RPA Special Tours, the reservists is normally in a TDY per diem status. When government lodging (on-base or contract quarters) is used or when nonavailability numbers are issued by Lodging, the reservist pays the service charge and claims reimbursement on the travel voucher.

45.8. When a reservist lives within the locally prescribed commuting distance, per diem entitlement does not accrue. This provision, however, does not prevent the payment of per diem for any day or

days during a duty tour that the member is required by nature of the duty involved, as determined by the member's commanding officer, to remain overnight and government quarters or government mess are not available. In such cases, the member is entitled to a per diem allowance as prescribed in the Joint Travel Regulation (JTR) for all meals and quarters required to be procured. In such circumstances, the member should individually pay service charges from personal funds and claim reimbursement on travel voucher. The member's orders require amendment according to AFI 37-128, *Administrative Orders*. Such amendments would place the Reserve member in a per diem status and authorize the member reimbursement for lodging service charges.

45.9. During annual training not in a JCS exercise, the reservist's unit of assignment finances service charges when both government mess and quarters are furnished. When only quarters are furnished (no government mess available), the reservist is in a per diem status and pays service charges and claims reimbursement on his or her travel voucher.

45.10. When government mess and on-base quarters are furnished to a reservist not in a per diem status, the unit of assignment funds for and pays the lodging charges (AFI 34-246, table 3; AFMAN 34-247, attachment 4). If on-base quarters are not available, the reservist automatically converts to a per diem status and pays his or her own lodging charges. If a reservist is ordered away from the annual tour training site, the AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour**, will stipulate that the reservist is not liable for lodging when both on-base quarters and government mess are available. The lodging office at the alternate training site will forward bills for lodging charged to the unit of assignment. If the member is ordered away from the annual tour training site on a DD Form 1610, **Request and Authorization for TDY Travel of DOD Personnel**, the member will be placed in a per diem status and pay his or her own lodging fees.

45.11. During the annual tour, if the reservist (whether TDY or not) obtains a statement of nonavailability of quarters or mess, he or she enters per diem status. During an annual tour when the reservist (whether TDY or not) is in a per diem status as a result of nonavailability of government mess, lodging service charges are initially financed by personal funds and claimed as reimbursement on the travel voucher.

45.12. In the Air Mobility Command (AMC) associate units, charges for use of on-base and contract quarters is the responsibility of the Defense Business Operations Fund for Air Life Transportation (DBOF-T) when the Reserve aircrew member is augmenting a DBOF-T aircrew beyond prescribed AFRC training requirements. This applies to AMC channel mission stops only (AFMAN 34-247, attachment 5).

45.13. During participation in a JCS exercise, operation control of unit aircraft passes to the active force. Costs for lodging (on-base or contract quarters) are financed by the organization to which the member is assigned (AFI 65-601, Volume 1, paragraph 10.54).

45.14. Inactive Duty Training:

45.14.1. During inactive duty training (UTA) reservists are not in a travel per diem entitlement status and should not pay lodging service charges for onbase or contract lodging. Government quarters (on-base and contract) are financed by the unit of assignment. The Lodging office bills the unit of assignment for onbase lodging service charges. The contract quarters facility sends the bill for IDT lodging charges to Lodging who then bills the unit of assignment for contract lodging costs (AFMAN 34247, attachment 4).

45.14.2. If a reservist is ordered to TDY away from the UTA training site (having reported there at his or her own expense), he or she is in a normal TDY status and will pay service charges and claim reimbursement on the travel voucher the same as any TDY traveler.

45.15. ARPC funds lodging costs (on-base and contract quarters) for Individual Mobilization Augmentees (IMA). Simply stated, ARPC has the same funding responsibility for IMA activities that AFRC has for unit assigned reservists using the same criteria in comparable situations.

46. Special, Incentive, and Hazardous Pay for Reservists:

46.1. In addition to pay received for regular inactive duty training (IDT) and annual training (AT), some USAFR members (based on military qualification and the type of duty position occupied) are eligible for the following incentive pay; Aviation Career Incentive Pay (ACIP) or incentive pay for flying, noncrew member flying duty, parachute and other hazardous duty, and other incentive pay entitlements as authorized in DODR 7000-14V8, *Financial Management Regulation*, volume 8. Flying activity points may only be earned when a USAFR member is assigned to a UMD position reflecting an active flying Rated Position Identifier (RPI) requirement.

46.2. Flight-qualified USAFR members assigned to flying units and filling duty positions as pilots, navigators, or crew members are eligible to receive Aviation Career Incentive Pay (ACIP) or incentive pay for flying. In addition to the flight pay received for their yearly 48 periods of inactive duty training, certain USAFR members filling duty positions as pilots, navigators, flight surgeons, or crew members, may be eligible for additional flying training periods (AFTP). AFTPs are restricted by the following:

46.2.1. They must be voluntary, and must be limited to those necessary for flying training for members of Category A units.

46.2.2. They must be at least 4 hours long; (c) they may not be used in place of a UTA or ET.

46.2.3. A member may be paid for no more than 16 AFTPs a quarter, and no more than 48 in a fiscal year. In addition, certain other restrictions apply as outlined in AFMAN 36-8001. Flying pay rates for eligible USAFR members are based on those paid to active duty personnel, established by the Uniformed Service Pay Act of 1981.

46.3. A USAFR member is entitled to one-thirtieth of the monthly basic pay prescribed for grade and years service for the performance of each authorized period of: regular inactive duty training or unit training assembly (UTA); equivalent training, instruction, or duty; additional flying training period (AFTP); or additional inactive duty training. To qualify for pay for a period of inactive duty training, each member must engage in such duty or training for the period (not less than 2 hours prescribed). Compensation will not accrue for periods of inactive duty performed in excess of the number authorized by appropriate regulations. **NOTE:** A member cannot qualify for pay for more than two periods of inactive duty training during a single calendar day.

46.4. Entitlements to Special, Incentive, and Hazardous Duty pay while performing active duty (not extended active duty) and inactive duty training is contained in DODR 7000-14V8, *Financial Management Regulation*, volume 8.

47. Medical Benefits for Air Force Reservists. The following medical benefits are authorized for Air Force Reserve members while performing active duty, active duty for training, and inactive duty training

(AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services System (MHSS)*).

47.1. Air Force Reserve members on active duty tours are entitled to the same medical care authorized members of the Regular component, during the period of duty specified in orders.

47.2. Air Force Reserve members who are on active duty or active duty for training for any period of time, or while traveling to or from such duty, are entitled to be treated, hospitalized, or rehospitalized for any injury or disease incurred in line of duty until the disability cannot be materially improved.

47.3. A tour of active duty or active duty for training is not extended to cover hospitalization beginning during a tour and extending beyond the termination of such a tour. A reserve member is not placed on active duty for hospitalization or rehospitalization. When a reserve member is hospitalized beyond the termination date of an active duty or active duty for training tour, his or her status is that of a reservist not on active duty. (This status does not affect pay and allowances otherwise authorized).

47.4. A reserve member injured in line of duty while on inactive duty training is entitled to medical care for such injury until the resulting disability cannot be materially improved. Medical care is authorized for injury incurred while enroute to or from inactive duty training or for disease contracted while on, or en route to or from such training provided it is determined to be in the line of duty.

47.5. A reserve member injured in line of duty while not on active duty and while voluntarily participating in aerial flights in government-owned aircraft under proper authority, and incident to training, are entitled to medical care for such injury, until the resulting disability cannot be materially improved.

47.6. Reserve members listed in paragraph 47.4 and paragraph 47.5 must not be placed on active duty for hospitalization. During the period of hospitalization, these members are not on active duty, but are in a civilian patient status.

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Terms

Active Duty (AD)—Full-time duty in the active military service of the United States. A general term applied to all active military service with the active force without regard to duration or purpose.

Active Duty Points—Points may be earned by extended active duty (EAD) with the active force, or active duty in the event of mobilization; or annual training (AT), active duty for training (ADT), active duty support (ADS), and temporary tours of active duty (TTAD). In addition, one point per day is awarded for each day of initial active duty for training (IADT).

Active Duty Support (ADS)—Tours of duty in direct support of a training program for which the USAFR has the sole responsibility, and for other administrative support, study group, or short work projects that further the Air Force Reserve mission but for which individual training as such is not the primary objective. ADS tours may not be more than 179 days.

Active Duty Training/Active Duty for Training (ADT)—A tour of active duty for Reserve training under orders which provide for automatic reversion to nonactive duty status when the specified period of active duty is completed. It includes AT, special tours of active duty for training and school tour, and ADS, which are funded from the Reserve Personnel Appropriations (RPA). Also included are temporary tours of active duty support of active force mission which are funded from the Military Personnel Appropriations (MPA). AT, ADT, ADS, and MPA always require published orders.

Additional Flying Training Period (AFTP)—A training period that may be authorized for members who must fly frequently. AFTPs are voluntary and at least 4 hours long.

Allowable Federal Service for USAFR Members—Reserve training for which credit is earned and for which points are awarded. Points determine a member's eligibility for retention in both the Ready Reserve programs and in an active status (any status other than assignment to the Retired Reserve or to the Inactive Status List Reserve Section (ISLRS)), and is a factor in promotion consideration and in figuring retirement pay.

Annual Training (AT)—A required tour that a member must perform in each fiscal year as a part of his or her Reserve assignment. AT for Category A units is usually done in one tour of 14 or 15 consecutive days. AT for IMAs is usually done in one tour of 1 to 14 consecutive days. However, split tours may be authorized under certain conditions.

Court Martial Jurisdiction—All Air Force Reserve members of the Selected Reserve and the Individual Ready Reserve are subject to the Uniform Code of Military Justice (UCMJ) while performing IADT, AT, ADT, ADS, and TTAD. An Air Force Selected Reserve member is subject to the UCMJ while performing IDT-unit training assembly (UTA), training period (TP), additional flying training period (AFTP), or equivalent training (ET) if assignment orders state that the member is subject to the UCMJ and document the member's awareness of this fact.

Extended Active Duty (EAD)—A tour of active duty (normally for more than 90 days) performed by a member of the Air Reserve Forces (ARF). Strength accountability for members on EAD may change from the Air Force Reserve to the active force.

Equivalent Training (ET)—A training period done in place of a regularly scheduled UTA or TP missed

due to member's personal emergency. ET must be done within a 60-day period after the missed UTA or TP. No more than four periods per fiscal year may be made up with pay.

Fiscal Year (FY)—The fiscal year of the Federal government. The FY starts on 1 October of one year and ends on 30 September of the following year.

Gaining Major Command (GMAJCOM)—The major command to which a unit or individual of the Ready Reserve is assigned in the event of mobilization.

Good Year—A term which means a retention/retirement year in which a reservist earns a minimum of 50 points (including membership points). Synonymous with "satisfactory year."

Inactive Duty Training (IDT)—There are five types of IDT for which eligible members may be paid: a training period (TP)—a period of training, duty, or instruction that a member does as an individual; a unit training assembly (UTA) planned period of training duty, instruction, or test alert, done by a Category A unit; equivalent training (ET)—a training period done in place of a regularly scheduled UTA or TP missed due to a member's personal emergency; additional flying training periods (AFTP) that may be authorized for members who must fly frequently; and readiness management period (RMP)—may be used to satisfy a four hour requirement. RMP may be used to conduct unit administration, training preparation, maintenance functions or other support activities. RMP's are intended for the use of non-technician reservists where there is not adequate full time support available to perform ongoing day to day activities. Reservists are authorized award of IDT points for activities which prepare a Reservist for mobilization duties or support an active Air Force mission. Reserve orders are not published for IDT.

Inactive Duty Training (IDT) Points—IDT points may be earned in a variety of activities, including training, education, mission support, and other specified authorized activities. Points for training may include: training periods, flight training, equivalent reserve instruction, and instructor duty. Points for education may be earned through professional military education (PME) and correspondence courses (ECI). Points earned by mission support include: special projects and training, liaison and counseling, public information activities, and administrative and management duties. Points may also be earned through community service programs (CSP), routine periodic medical examinations, and through the planning, training, advising, and consulting activities of an Explorer Post of the Boy Scouts of America, when sponsored by an Air Force Reserve unit. Points may also be earned through duties approved by the Selective Service System. Medical service officers of the USAFR, not on EAD, may earn IDT point credit while performing duties in the MSLO Program. Points may also be earned for other activities which are authorized in writing in advance by the commander, program manager, or the proper staff officer for MAJCOM-assigned IMAs. A combined total of no more than 60 IDT points will be credited for IDT, correspondence courses, and membership points for retirement purposes during the retention/retirement year. No more than one point may be awarded for each day a member takes part less than 8 hours. Some types of IDT, however, such as CSP, do not lend themselves to 4-hour blocks of participation, and may be accumulated (over 1 or more days) until the 4-hour standard for one point is reached. No more than two points may be awarded for taking part in 8 or more hours in 1 day. Training is usually (at least) 4 hours, but not less than 2 hours. All IDT is based on a 4-hour minimum for the award of one point. IDT points may not be credited for any day when IADT, AT, ADT, ADS, EAD, or TTAD points are earned.

Inactive Duty Flying Training (IDFT)—The only members who may take part in flying activities are those who are in an authorized position that requires active flying. IDFT is not authorized for missions to or through stations other than those in the United States and its possessions, or Bermuda, Canadian Force

Base (CFB), and Guantanamo Bay.

Inactive Status List Reserve Section (ISLRS)—Listing of personnel who lost their eligibility to participate actively in the Air Force Reserve. They cannot be promoted while in this status and can only regain active reserve status if qualified and entitled to reassignment.

Individual Mobilization Augmentee (IMA)—A ready reservist assigned to a regular or reserve Air Force unit against an individual manpower augmentation authorization established to support the period immediately following a declaration of war or national emergency, or to respond to any situation the national security requires.

Individual Program—An Air Force Reserve program which allows personnel to earn points for retention, promotion, and retirement in both pay and nonpay categories. Opportunities are available in a wide variety of Air Force Specialty Codes and skill fields.

Individual Ready Reserve (IRR)—This group consists of members of the Ready Reserve who are not assigned to the Selected Reserve and who are not on active duty. These members are in Training/Pay Categories D, H, J, K, and L.

Initial Active Duty for Training (IADT)—Nonprior service enlistees are ordered to IADT for a period of at least 12 weeks. Before being released from IADT, all enlistees must qualify for the semiskilled level (three-skill level) award of the specialty for which they were enlisted, either through resident training or on-the-job training (OJT). IADT includes basic military training (BMT) and either basic technical training, OJT, or both.

Military Service Obligation (MSO)—The period required by law which a person must serve as an active or Reserve member of the Armed Services.

Minimum Participation Requirements—The least number of points a member of the Air Force Reserve must earn annually for retention within any program to which member is assigned.

Nonaffiliated Reserve Section (NARS)—Standby reservists not actively involved in any Reserve program.

Nonobligor—A member of the Air Force Reserve who does not have a military obligation.

Non-Prior Service (NPS)—In general, an individual who received a commission or enlisted directly into a Reserve component.

Obligor—A member of the Air Force Reserve who has a military service obligation. Reservist has a statutory requirement to participate in reserve training.

Point Credit—One point is awarded for each day of active duty. This includes EAD, AT, and ADT tours. Days in travel status are also credited as active duty.

Point Credit Accounting and Reporting System (PCARS)—An automated system for keeping track of the points that have been awarded to members of the Air Force Reserve.

AF Form 526, ANG/USAFR Point Credit Summary—AF Form 526 shows the past years' record of participation and a summary of retirement points. The form shows the cumulative record through the end of the (last) retention and retirement year, and also details the record of participation and point credit actions that took place during the credited year. AF Form 526 is prepared 60 days after the end of the retention and retirement year or the termination of an assignment to a point gaining activity. The 60-day delay is for time to record all points earned in the year and should be received by reservists shortly

thereafter.

Program Element Code (PEC)—A manpower data code that identifies the specific mission of a reserve program.

Ready Reserve—The Ready Reserve consists of unit members, IMAs, and reinforcement designees who are immediately available for EAD in the event of mobilization.

Retirement/Retention Year—The 12 consecutive months in which a reserve member in active status must earn a minimum number of points (including membership points) either for retention in an active status (27 points) or for credit as a satisfactory year for retirement (50 points). Active status for an Air Force Reserve member is any status other than assignment to the Retired Reserve or to the Inactive Status List Reserve Section (ISLRS).

Reinforcement Designee (RD)—A Ready Reserve member attached for training in a manner similar to the IMA. The exception is that the individual is not assigned against a manning authorization and trains only for retirement points. The RD may be assigned to an Air Reserve squadron, the Ready Reinforcement Personnel Section, or the Obligated Reserve Section. Members are in a nonpay status. They represent a pool resource providing the Air Force with an added manning capability for needs which can be anticipated but which cannot be precisely established by grade and Air Force Specialty Code (AFSC).

Retired Reserve—USAFR members who, on the basis of law, have been determined eligible for retirement with or without pay and who are assigned upon their request or by law to the Retired Reserve are in retired status.

Retirement Points—Points awarded for satisfactory participation in authorized reserve training activities.

Selected Reserve—A portion of the Ready Reserve (including all of the Air Guard) so essential to initial wartime operations as to require priority treatment in the allocation of equipment or in training requirements and conduct. The Selected Reserve consists of members in training groups A, B, F, and P only who are unit members who regularly participate in IDT and annual ADT; unit enlistees who are on their initial active duty for training (IADT) tour of no less than 84 days; and mobilization augmentees who participate in regular IDT on the same basis as unit members.

Standby Reserve—The Standby Reserve consists of the Nonaffiliated Reserve Section (NARS-A and B) and the Inactive Status List Reserve Section (ISLRS). Members are assigned to an administered by ARPC. They may only be ordered to EAD in time of war or a national emergency declared by Congress.

Military Personnel Appropriation (MPA) Man-Day Tours—MPA man-days are authorized to support short term needs of the active force by providing members of the Air Reserve Forces tours of active duty. MPA tours are limited to 139 days or less (including leave taken and travel). Tours amounting to 140 days or more, cumulative or consecutive, must have prior approval from HQ USAF/DPPP.

Temporary Tour of Active Duty Temporary Duty (TDY)—All temporary duty by Air Force Reserve members serving on a TTAD at other than the location to which they were ordered to active duty.

Training Folder—The AF Form 623, **On-the-Job Training Record**, will be used by each supervisor to maintain a record of an individual in grades airman basic, through technical sergeant, and for each individual in grades master sergeant and senior master sergeant who is retraining. MAJCOMs are

authorized to direct the maintenance of an AF Form 623 for personnel whose duties are such that an active training record would be beneficial.

Unit of Assignment—A regular Air Force unit which has established a requirement for augmentation by reserve members under given situations. This is the unit to which the reserve member would report if mobilized.

Unit of Attachment—A military organization (regular or reserve component of the US Armed Forces) located reasonably close to the individual reserve member's home of residence where a member performs periodic inactive duty training.

Unit Program—Consists of flying and mission support units. Members train to serve as a unit in the event of mobilization.